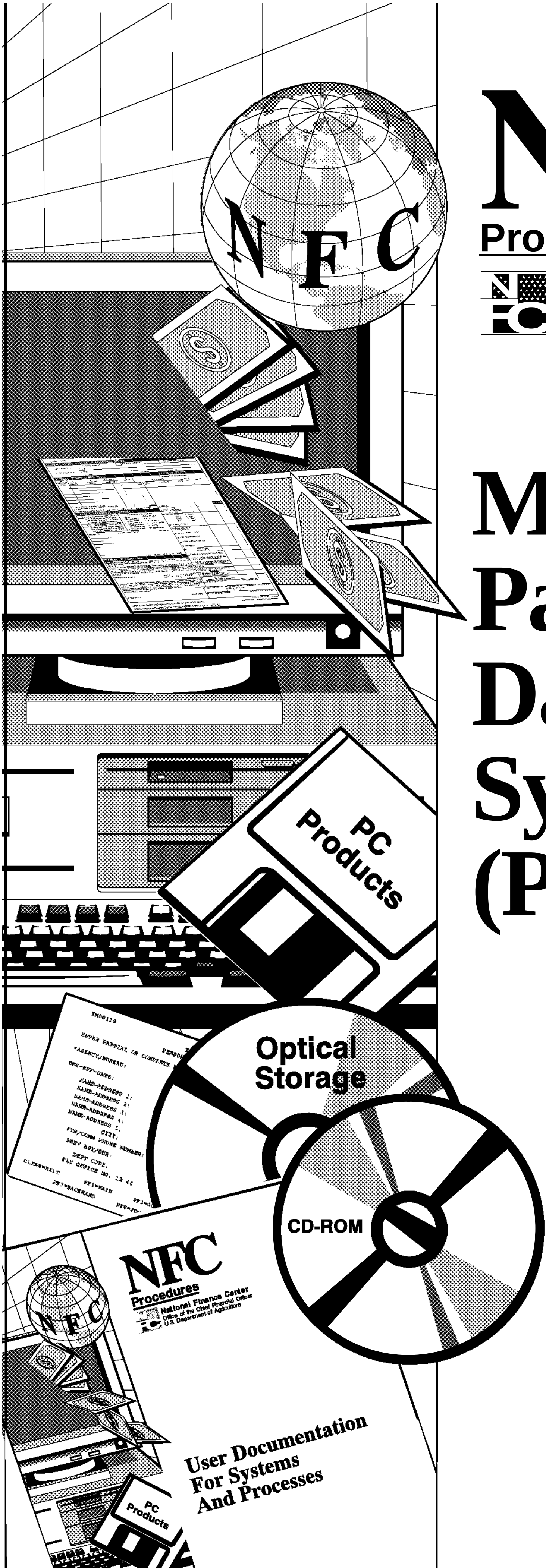


NFC
Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

February 1997

Miscellaneous Payments Remote Data Entry System (PC–MISC)

TITLE VI
Systems Access Manual

CHAPTER 7
Procurement and Other Payments

SECTION 12
Miscellaneous Payments Remothe Data Entry System
(PC–MISC)

Table Of Contents

Table Of Contents *(cont'd)*

About This Procedure

This procedure provides instructions for installing, accessing, and operating the Personal Computer Miscellaneous Payments System (PC–MISC). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

Primary sections and page numbering are described below:

System Overview describes what the system is used for and provides related background information. Information about Access Levels and equipment is also provided.

Software Installation provides information on installing or updating PC–MISC on the personal computer.

System Access provides access security information and instructions for accessing the system.

System Operation describes the system's design and how to use its operating features.

Access Level 1 provides PC–MISC users with information about Access Level 1.

Access Level 2 provides PC–MISC users with information about Access Level 2.

Access Level 3 provides PC–MISC users with information about Access Level 3.

Instructions for each **menu** and **menu option** are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

Figures include illustrations such as examples of screens or other graphic information.

Appendixes contain reference information, such as a code list.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 12.1, 12.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you are receiving this procedure after it has been amended, you should receive all amendments with the original copy. Remove and insert the amended pages according to the amendment instructions so that your procedure is current.

What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message *Add This Record To The File...OK Cancel* is displayed.

- Field specifications are also printed in italics. Example: **PAC Code** *(required, alphanumeric; 3 positions)*. Key in the payment action code.

- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***MISC***.

- Emphasized text within a paragraph is printed in **bold**. Example: For processing questions, contact the Miscellaneous Payments Section at **504–255–4647**.

- Figure references printed in bold link the figures with the text. Example: At the Obligations Only Data Entry screen (**Figure 7**) move to Add and press [Enter].

- References to sections within the procedure are printed in bold. Example: See **System** on the PC–MISC Main Menu under Access Level 3.

- Keyboard references are printed in brackets. Example: Press [Enter]. Press [F1].

- Optional actions at the end of a processing function are preceded by square bullets. Example:

  - To exit the system, press [Esc].

- Important extra information is identified as a note. Example: **Note:** The cursor is automatically positioned at the AD–757 option.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504–255–5230.** However, if you experience a DOS error at any time while using this software, refer to the List of DOS Error Numbers (Appendix A) prior to contacting Information Center personnel.

For processing questions, contact the Miscellaneous Payments Section at **504–255–4647**.

(reserved)

System Overview

The Personal Computer Miscellaneous Payments System (PC–MISC) is a menu-driven personal computer program of the United States Department of Agriculture (USDA). PC–MISC is used to prepare and create transmit files of Forms AD–757, Miscellaneous Payments System, and AD–742, Transfer and Adjustment Voucher, to be sent electronically to the National Finance Center (NFC).

This procedure provides instructions for installing and maintaining the PC–MISC software, entering AD–757 and AD–742 data, creating and transmitting files of this data, and printing PC–MISC data. The AD–757 is used to enter data for NFC to process miscellaneous type payments and for making accounting adjustments within an agency. The AD–742 is used to transfer revenue collected or expenditures incurred by one agency to another. The requirements for preparing these documents can be found in the Miscellaneous Payments procedure (Title II, Chapter 6, Section 5). That procedure should be used as a guide to input valid data on the screen formats.

Below is a broad outline for using PC–MISC:

1 The agency designates an individual(s) to install and maintain the PC–MISC software for each agency fiscal office and/or unit certifying officer. (This individual should have a working knowledge of DOS Version 3.0 or above.)

2 The designee (Access Level 3) installs the software on each user's PC. See **Software Installation**.

3 The security officer or designee establishes system setup and user IDs. See **System** on the PC–MISC Main Menu under Access Level 3.

4 The designee establishes tables. See **Tables** on the PC–MISC Main Menu under Access Level 2.

5 Agency personnel enter MISC data. See **Forms** on the PC–MISC Main Menu under Access Level 1.

6 Agency personnel create a XMIT disk file and transmit the file to NFC using communication equipment. See **Xmit** on the PC–MISC Main Menu under Access Levels 2 and 3.

7 Agency personnel perform general system maintenance. See **Utilities** on the PC–MISC Main Menu under Access Levels 1, 2, and 3.

Access Levels

PC–MISC provides three levels of access. These levels are defined as follows:

Access Level 1. Allows the user to add, edit, delete, browse, print MISC data, and perform general system maintenance.

Access Level 2. Allows the user to perform general system maintenance, maintain system tables, and transmit files of MISC data to NFC. **Note:** AD–757 and AD–742 data entry is not allowed at this level.

Access Level 3. Allows the user to perform general system maintenance, maintain system tables, transmit files of MISC data to NFC, and establish system setup and user IDs. **Note:** AD–757 and AD–742 data entry is not allowed at this level.

To ensure accountability for PC–MISC, each agency must designate an individual(s) with Access Level 3 authority to:

- install the PC–MISC software.
- establish system setup.
- create and control the password record for each authorized user.
- maintain the system edit tables.
- provide guidance to users.

This individual(s) is responsible for safeguarding the PC–MISC software at the agency location and acts as liaison between the PC–MISC users and NFC for PC–MISC matters. In addition, the agency security officer (or assigned communications officer) is responsible for establishing transmission capabilities. For more information about computer security, see the Security Access procedure (Title VI, Chapter 1, Section 2).

Equipment

The following equipment is needed to operate PC–MISC:

- A personal computer compatible with an IBM 386 with a minimum of 640K Random Access Memory (RAM) available
- One double-sided, high-density 3 1/2-inch disk drive
- 7.0 megabytes hard disk space
- 2.5 megabytes extended memory
- A color monitor with a color graphics adapter card or a monochrome monitor with a graphics adapter card
- An 80-column printer
- Additional disks for XMIT and backup

Additional equipment needed to transmit MISC files includes:

- A 3780 Remote Job Entry (RJE) or equivalent connection to batch transmit MISC data to NFC.

Optional equipment for using PC–MISC:

- PC–MISC operates on DOS–based Local Area Networks (LAN's).
- The LAN operates with DOS 3.1 or greater in order to use files in a shared mode. The shared mode provides multi-user capabilities. Two or more users can access the same file simultaneously.
- PC–MISC can be operated with a mouse. An appropriate mouse driver must be installed.
- Using a mouse to click to the field is usually easier and faster than pressing the [Enter] key on your keyboard. However, you can press [Enter] or a combination of mouse and [Enter] key techniques.

The diskette used and produced by PC–MISC may be transferrable from one PC to another; however, users may encounter disparities in operating system diskette formatting densities among PC's. For example, a transmission disk drive is submitted to a telecommunication/ transmission PC with a low-density disk drive. Consult your PC/MS–DOS manual concerning formatting options.

Note: PC–MISC is a DOS application. The use of Windows to operate this product is not recommended.

Software Installation

The individual designated by the agency to have Access Level 3 authority will install PC–MISC software following these instructions.

Note: One size 3 1/2–inch high capacity, high density diskette accompanies each procedure.

Preparing for Installation. The values for files and buffers must be set before installing PC–MISC software. The value for files must be 97 or greater and the value for buffers should be set for individual PC's to ensure best performance. Refer to Steps 3 through 5 for information about how to create or modify the Config.Sys file.

Note: The PC–MISC software can modify these files and save a backup copy of the previous file.

Individuals with Access Level 3 authority should contact their Information Resources Management (IRM) Specialist or Installation/Security Officer about modifying files and buffers when encountering installation problems or contact NFC Information Center personnel at **504–255–5230**.

Step 1. Turn on your computer and monitor.

Step 2. Display the hard-disk drive prompt in accordance with instructions for your equipment.

For the purpose of this procedure, the hard-disk drive and its prompt are referred to as drive C and the C prompt displayed as C:\>. (See **Figure 1**) If your hard drive is identified differently, use your hard-disk drive identifier in place of the C>.

```
C:\>
```

Figure 1. C> Screen

The disk drive and its prompt are referred to as drive A and the A>. If your disk drive is identified differently, use your disk drive identifier in place of the A>.

Step 3. Check the root directory for a file named Config.Sys. At the C>, key in ***Type Config.Sys*** (**Figure 2**) and press [Enter].

```
C:\> Type Config.Sys
```

Figure 2. Config.Sys File

If the message *File Not Found* is displayed, you may allow the installation procedure to create the file with appropriate entries or go to **Step 4**.

If the Config.Sys file is displayed, go to **Step 5**.

Step 4. To create the Config.Sys file without the PC–MISC software assistance, use any text editor.

Note: For information about text editors, see your DOS Manual.

Step 5. At the Config.Sys file display, determine the following:

- If the value for Files = is equal to or greater than 97 and the value for Buffers = is equal to or greater than 30, go to **Installing Or Updating The Software, Step 1**.

- If the Config.Sys file does not include the Files= and Buffers= statement, go to **Step 4** above, to create the file. If the file exists but the value for Files= is less than 97 or the value for Buffers= is less than 30, modify the file with the assistance of the PC–MISC software discussed under **Installing Or Updating The Software**, **Step 4** (first installation) and **Step 5** (subsequent installation) used when the system already exists.

Installing Or Updating The Software. Follow the steps below to install or update the software.

Step 1. With the *C>* displayed, insert the PC–MISC diskette into your PC's disk drive (or external-disk).

Step 2. Key in ***A:*** at the *C>* and press [Enter]. The *C>* changes to the *A>*.

Step 3. Key in ***INSTALL*** at the *A>* and press [Enter].

Note: If your system is monochrome, key in ***INSTALL*** (space)***–m*** and press [Enter].

The Installation Main Menu (**Figure 3**) is displayed. The menu provides four installation options: **Install PC–MISC, Update PC–MISC, Get a New Copy of a File,** and **Finished**. As a selection is highlighted, a pop-up window is displayed describing the function. For example, when **Install PC–MISC** is highlighted, the message *Install Everything* is displayed.

Use the function keys displayed at the bottom of the screen as follows:

- To display information for help during installation, press [F1].

- To exit to the operating system, press [F2]. The message *Do You Wish To Exit To The Operating System And Then Return? Press "Y" For Yes, "N" For No Or <Ctrl>X To Quit* is displayed. Key in ***Y***. The operating system prompt is displayed. Key in ***Exit*** and press [Enter] to return to the Installation Main Menu.

- To display a summary of your system, press [F3].

You are now ready to **install** PC–MISC (first installation) (**Step 4**) or **update** (subsequent installation) (**Step 5**).

Caution: The **install** option overwrites existing MISC data in your files. Therefore, if you want to retain MISC data keyed into an earlier version of the software, use the **update** option. When the software is upgraded and a new version is provided to you, discard the outdated diskette and put the new one in a safe place for future use. NFC does not support prior versions of the software.

Step 4. For a first-time installation, at theInstallation Main Menu (**Figure 3**) with **Install PC–MISC** highlighted, press [Enter]. The message *PLEASE CHOOSE YOUR INSTALLATION DIRECTORY (USE A FIXED DRIVE). You'll need XXXXXXX bytes of available space for fixed drive installation* is displayed with **C:\MISC** highlighted. Press [Enter].

The Installing Files and Progress Indicator screen is displayed with the files that are being loaded onto your hard drive indicated on the screen.

Upon completion, a message offering the user an option to use extended memory for the PC–MISC software is displayed. Using extended memory will reduce the PC's processing time and allow PC–MISC to run faster. **Note:** To operate PC–MISC using extended memory, your PC must have a minimum of 386K of available RAM and 2MB of hard disk space. Consult with your IRM Specialist to ensure that your PC supports extended memory. If you are using extended memory, key in ***Y*** for yes. Otherwise, key in ***N*** for no or press [Ctrl] + [X] to discontinue the installation process. If you select ***Y*** or ***N***, the Destination for MISC.BAT screen is displayed with **C:** highlighted. Press [Enter]. The Installation Main Menu (**Figure 3**) is displayed. Go to Step 7 to finish the installation.

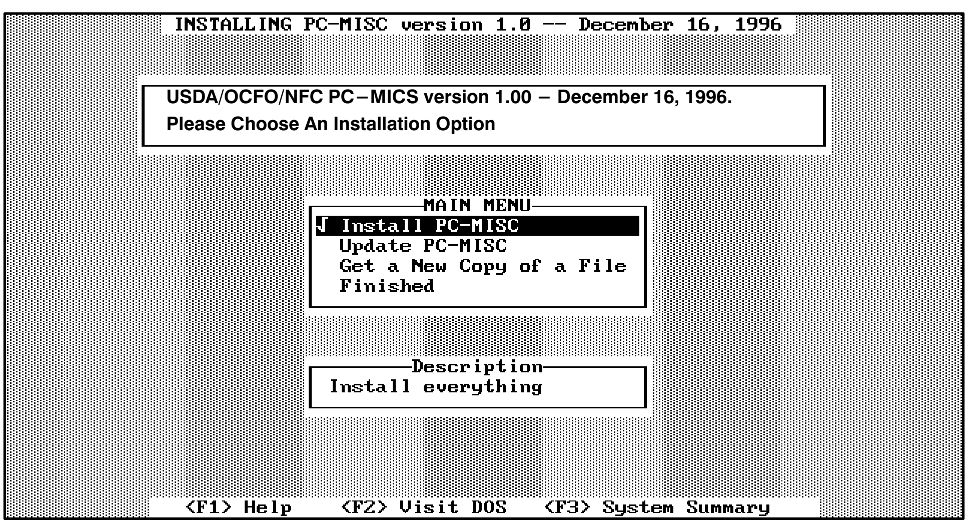


Figure 3. PC–MISC Installation Main Menu

Step 5. To **update** PC–MISC, at the Installation Main Menu, move the cursor to **Update PC–MISC**. The description *Partial Installation – System Already Exists* is displayed. Press [Enter]. The message *PLEASE CHOOSE YOUR INSTALLATION DIRECTORY (USE A FIXED DRIVE). You'll need XXXXXXX bytes of available space for fixed drive installation* is displayed with **C:\MISC** highlighted. Press [Enter].

The Installing Files and Progress Indicator screen is displayed with the files that are being loaded onto your hard drive indicated on the screen.

Upon completion, a message offering the user an option to use extended memory for the PC–MISC software is displayed. Using extended memory will reduce the PC's processing time and allow PC–MISC to run faster. **Note:** To operate PC–MISC using extended memory, your PC must have a minimum of 386K of available RAM and 2MB of hard disk space. Consult with your IRM Specialist to ensure that your PC supports extended memory. If you are using extended memory, key in ***Y*** for yes. Otherwise, key in ***N*** for no or press [Ctrl] + [X] to discontinue the installation process. If you select ***Y*** or ***N***, the Destination for MISC.BAT screen is displayed with **C:** highlighted. Press [Enter]. The Installation Main Menu is automatically displayed. Go to **Step 7** to finish installation.

Step 6. To **get a new copy of a file**, at the Installation Main Menu, move the cursor to **Get a New Copy of a File**. The description *Get A Replacement Copy Of A File* is displayed. Press [Enter]. The message *Getting A Single File. Please Enter The Name Of The File You Need A New Copy Of Or Leave Blank To Exit* is displayed. Press [Enter]. The Installation Main Menu is automatically displayed. Go to **Step 7** to finish installation.

Step 7. To **finish** the installation process, at the Installation Main Menu (**Figure 3**), move the cursor to **Finished** and press [Enter]. The How Shall We Handle It? screen (**Figure 4**) is displayed with three options. These options are: **Go ahead and modify, Create example files,** and **Bypass these changes**.

Instructions follow for using these options:

- To have the system modify your files, move the cursor to **Go ahead and modify** and press [Enter]. The message *Please Indicate Your Computer's True Boot Drive. This Drive's Root Directory Should Contain The AUTOEXEC.BAT and CONFIG.SYS Files, If Any* is displayed with [C] as the default. Press [Enter] to select C or key in your computer's true boot drive if other than C. Press [Enter].

The default path to be used for the Autoexec.Bat file is displayed. Press [Enter]. If you want to use another path, enter it at this point and press [Enter].

The default path to be used for the Config.Sys file is displayed. Press [Enter]. If you want to use another path, enter it at this point and press [Enter]. The message *USDA/OCFO/NFC PC–MISC V1.0 For Authorized Use Only.!* is displayed. Press any key to continue. The message *Please Remember To Reboot Your Computer. Press A Key To Continue* is displayed. Press any key to continue.

You have finished installing the PC–MISC software and the A> is displayed. Go to **Step 8**.

- To make your own modification(s), move the cursor to **Create example files** and press [Enter]. The message *Please Indicate Your Computer's True Boot Drive. This Drive's Root Directory Should Contain The AUTOEXEC.BAT and CONFIG.SYS Files, If Any* is displayed with [C] as the default. Press [Enter] to select C or key in your computer's true boot drive if other than C. Press [Enter].

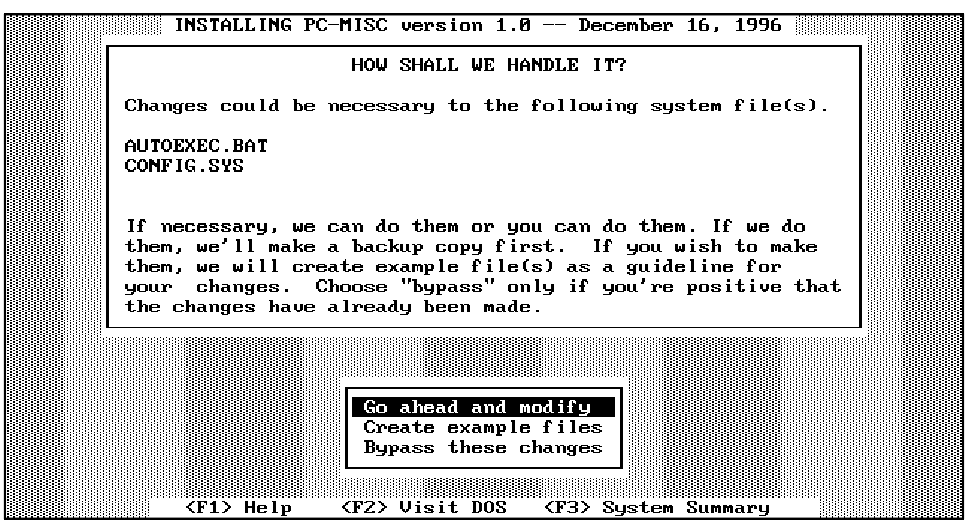


Figure 4. How Shall We Handle It? Screen

An example of the path to be used for the Autoexec.Bat file is displayed. Press [Enter].

An example of the path to be used for the Config.Sys file is displayed. Press [Enter].

☐ If modifications are necessary, the message *One Moment Please* is displayed. A screen showing an example of the file(s) which requires modifications is displayed immediately following this message. Press [Enter]. Information about the new or updated software is displayed. Press any key to continue. The message *Please Remember To Reboot Your Computer. Press A Key To Continue* is displayed. Press any key to continue. The A> is displayed.

At the A>, return to your root directory to examine the example file(s) which requires modifications. You must modify your file(s) to match these values.

Note: If you do not modify your files to match these values, you will not be able to access the PC–MISC Banner screen. For example, at the C> when you enter MISC you will receive a message *Increase The Files Setting In Config.Sys To 97 Then Reboot The Computer And Try Again.*

After modifying your files, reboot your computer for the changes to take effect. Go to **Step 8** and begin at the C>.

☐ If no modifications are necessary, the message *No Changes Were Necessary To Autoexec.Bat Or Config.Sys* is displayed. Press [Enter]. The message *USDA/OCFO/NFC – PC–MISC V1.0 For Authorized Use Only.!* is displayed. Press any key to continue.

You have finished installing the PC–MISC software and the A> is displayed. Go to **Step 8**.

• To bypass these changes, move the cursor to **Bypass these changes** and press [Enter]. The message *No Changes Were Necessary To Autoexec.Bat Or Config.Sys...Press A Key To Continue* is displayed. Press [Enter]. The message *USDA/OCFO/NFC – PC–MISC V1.0 — For Authorized Use Only.!* is displayed. Press any key to continue.

You have finished installing the PC–MISC software and the A> is displayed. Go to **Step 8**.

Step 8. The installation process is completed. This process creates a subdirectory on the fixed disk named **MISC** and copies the contents of the diskette into that subdirectory. Remove the diskette from your A:drive.

At the A>, key in ***C:*** to change the source drive. Press [Enter]. **Note:** If your file(s) has been modified, reboot the computer and access the C>.

At the C>, key in ***MISC*** and press [Enter]. The PC–MISC banner screen (**Figure 5**) is displayed. To access the system, see **Sign-On** under System Access.

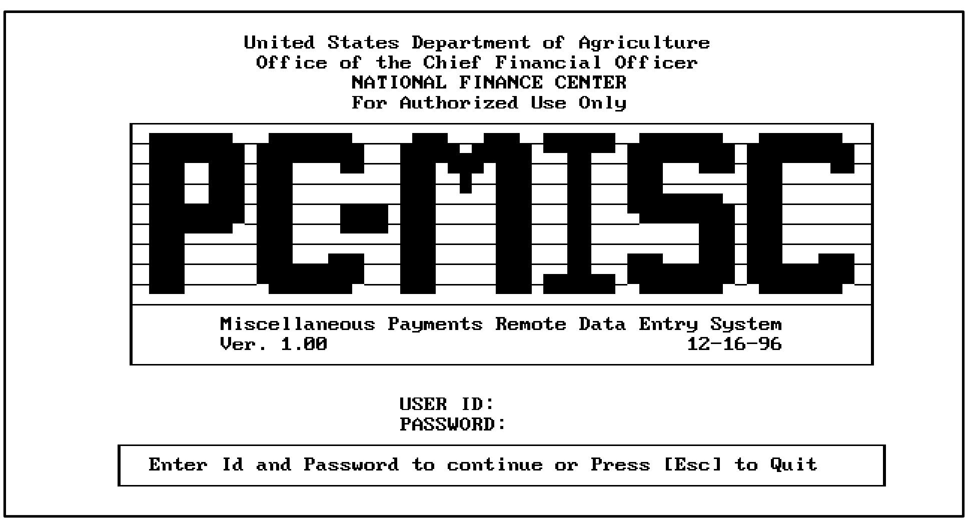


Figure 5. PC–MISC Banner Screen

System Access

To access PC–MISC, you must have authorized security clearance. This section provides access security information and gives specific sign-on/sign-off instructions.

Security And Remote Terminal Usage

Access security is designed to prevent unauthorized use of the system. Levels of software functionality is approved by the security officer. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

To sign on after PC–MISC is installed or updated on your PC:

1. Display *C>* on your PC.

2. At the *C>*, key in ***MISC*** and press [Enter]. The PC–MISC banner screen **(Figure 5)** is displayed.

3. Respond to the prompts as follows:

Note: The security officer or designee establishes system setup and user IDs. See **System** under **Access Level 3**.

1 **User ID** *(required, alphanumeric; max. of 7 positions).* Key in your PC–MISC user ID (e.g., ***NFxxx***) and press [Enter].

2 **Password** *(required, alphanumeric; max. of 7 positions).* Key in your PC–MISC password and press [Enter]. (Your user password is not displayed on the screen.) The PC–MISC welcome screen and message *Opening MISCXXXX.DBF* is displayed followed by *Building MISCXXXX Index*.

4. The applicable PC–MISC option menus (**Figure 6, 26, or 65**) are displayed according to the user's access authority. For more information about access authority, see **Access Levels** under **System Overview.**

Sign-Off

To exit from any screen in PC–MISC, press [Esc] until the *C:>* is displayed.

(reserved)

System Operation

This section describes the system’s design and special operating features.

Operating Features

PC–MISC provides the following special features:

Help. Used to provide tutorial information at the stroke of a key [F1]. Pop-up windows that provide help text are displayed. **Note:** This help feature is available for most fields.

Point and Shoot. Used to view and select the valid choices for a specific field and to select the appropriate choice and bring it back to the field. Through a technique known as *point and shoot* users view the choices, *point* to the appropriate one, and press [Enter] to *shoot* it back to the field. This feature makes reference materials available at the stroke of a key. **Note:** This feature is available for many fields in this system.

Menu. There are two types of menus available: option menu bar and function menu bar. After you access PC–MISC, the PC–MISC option menu bar is displayed listing options that allows the user to choose a course of action. After you select an option, a screen is displayed with a function menu bar across the top.

Option Selection. This feature depends on the access level of the user. After you access PC–MISC, the PC–MISC option menu bar is displayed showing the available options. **Access Level 1** displays the Forms and Utilities options. **Access Level 2** displays the Review (applicable to the Agricultural Research Service only), Utilities, Tables, and Xmit options. **Access Level 3** displays the Review (applicable to the Agricultural Research Service only), Utilities, Tables, Xmit, and System options.

Pop-Up Screen. This feature provides users with the capability to look at a list of valid choices from a pop-up window displayed in a specific field.

Pull-Down Menu. This feature provides users with a list of available options. For example, when you select Tables from the option menu bar, the Tables Maintenance screen is displayed with a pull-down menu of nine PC–MISC tables.

System Edits

As you enter data, PC–MISC edits certain data elements to ensure accuracy. If an error occurs, an error message is displayed in a pop-up window. The user can then make corrections before creating the transmit file.

Function Keys

PC–MISC provides the following functions to assist users during system operation. They are displayed on the screen. Descriptions are provided below:

Key	Function(s)
Enter	Used to **enter** (i.e., send to the system) the keyed-in data or used to move from field to field. **Note:** Exceptions are given in the specific field instructions.
Space Bar	Used to enter a check mark or to highlight a button on a screen.
↑	Used to move **backward** to the **previous record or line** on a screen.
↓	Used to move **forward** to the **next record or line** on a screen.
→	Used to scroll forward to the **next field or line** on a screen.
←	Used to scroll backward to the **previous field or line** on a screen.
PgDn	Used to move to the **next section** of data on the screen or scroll forward from page to page.
PgUp	Used to move to the **previous section** of data on the screen or scroll backward from page to page.
F1	Used to display **help** text. **Note:** If help is available for a particular screen, the help text is displayed in a pop-up window. If not, the message *There Is No Help Available For This Screen* is displayed.
Esc	Used to **exit the current function** (except during software installation).
Del	Used to **delete characters** in a field, delete whole records, or reactivate deleted records in Browse.
Ins	Used to **insert characters** that you inadvertently omit.
Ctrl + W	Used to **save data**.

Instructions follow for using the PC–MISC Main Menu and options for each access level.

Access Level 1

Access Level 1 allows the user to add, edit, browse, delete, or print AD–757 and AD–742 records; and perform general system maintenance.

(Before any AD–757 or AD–742 records can be entered, individuals with Access Level 3 authority must establish system setup and user IDs. Individuals with Access Level 2 or 3 authority must make valid table entries in the Tables option under PC–MISC Main Menu (Access Level 2).

PC–MISC Main Menu *(Access Level 1)*

After you access PC–MISC, the option menu bar (**Figure 6**) is displayed listing the following options:

Note: The cursor is positioned at the Forms option.

1 **Forms**. Used to add, edit, browse, delete, print, and pack AD–757 and AD–742 data.

2 **Utilities.** Used to reindex files, pack all files, backup files, restore files, view text files, and perform file services (add reference 24E's).

3 **Quit.** Used to exit the system and return to C:>.

- To display a help screen for an option, press [F1]. The Help screen is displayed.

- To select from the PC–MISC main menu, press [→] or [←] to move to the option and press [Enter]. The screen for the selected option is displayed.

The following instructions pertain to selecting and using each system option:

Forms

At the option menu bar, move the cursor to Forms and press [Enter]. A pull-down menu containing the AD–757 and AD–742 options is displayed.

Note: The cursor is positioned at the AD–757 option. The arrow to the right of the option indicates there are more options available for that selection.

AD–757 (Access Level 1)

This option is listed first on the Forms pull-down menu. It is used by Access Level 1 to add, edit, browse, delete, print, and pack AD–757 records.

At the AD–757 option, press [Enter]. A submenu with the following options is displayed:

Obligations Only. Used to record Transaction Code 24E data.

Payments. Used to record invoice payments to payees for goods or services received by an agency.

Non-Expend Tfrs & Adjustments. Used to record accounting adjustments within a unit or agency.

Recording Foreign Transactions. Used to enter foreign payment information.

The following pages provide instructions for using each option:

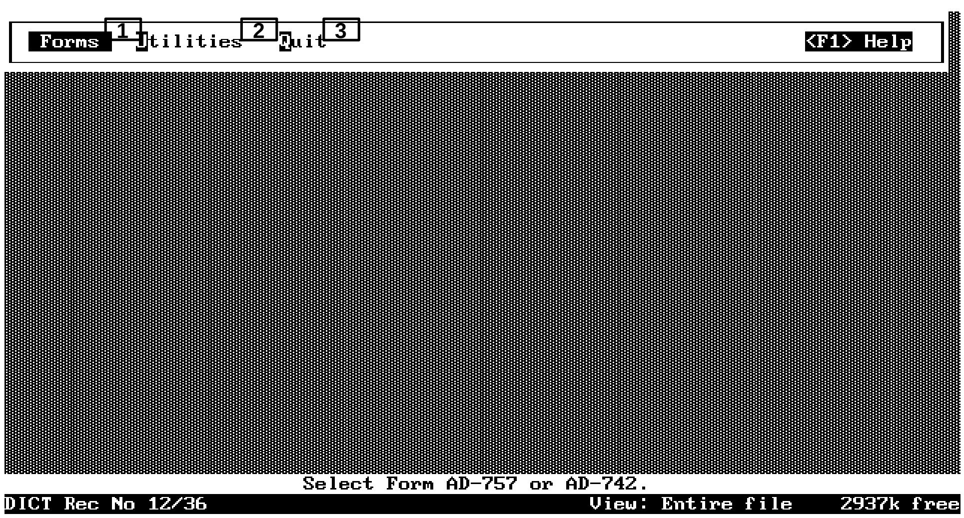


Figure 6. PC–MISC Option Menu *(Access Level 1)*

Obligations Only (Access Level 1)

This option is listed first on the AD–757 submenu. Move to Obligations Only and press [Enter]. The Obligations Only Data Entry screen with a function menu bar listed at the top of the screen is displayed.

Move the cursor to the applicable function and press [Enter], or key the first letter of the selected function; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a new record.

Edit. Used to change a record.

Browse. Used to view or delete records.

Print. Used to print records.

Pack. Used to permanently remove records marked for deletion.

Accounting. Used to add accounting data, object classification, and amount to a record.

The following are instructions for using these functions:

Adding Obligations For Agencies Other Than The Agricultural Research Service (ARS). At the Obligations Only Data Entry screen (**Figure 7**), move to Add and press [Enter].

Complete the fields as follows:

1 **Payee Number** *(required, alphanumeric; 4 positions)*. Key in the payee number.

If you do not know the payee number, press [Enter] to display the VENDORS pop-up screen. This screen is also displayed when an invalid payee number is entered. Press [↓] or [↑] to locate the applicable payee number. Point and shoot the selected payee number and name to the field. The cursor moves to Fund Code.

2 **Payee Name** *(no-entry)*. This field is generated from the payee number.

3 **Address Line 1** *(no-entry)*. This field is generated from the payee number.

4 **Address Line 2** *(no-entry)*. This field is generated from the payee number.

5 **City** *(no-entry)*. This field is generated from the payee number.

6 **State** *(no-entry)*. This field is generated from the payee number.

7 **ZIP** *(no-entry)*. This field is generated from the payee number.

8 **Fund Code** *(required, alphanumeric; 2 positions)*. This field is generated from the Systems Setup feature. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different fund code, key in the code over the displayed code or press [Delete] twice and then press [Enter]. The FUND CODE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the code to the field. The cursor moves to the next field.

9 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions)*. If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

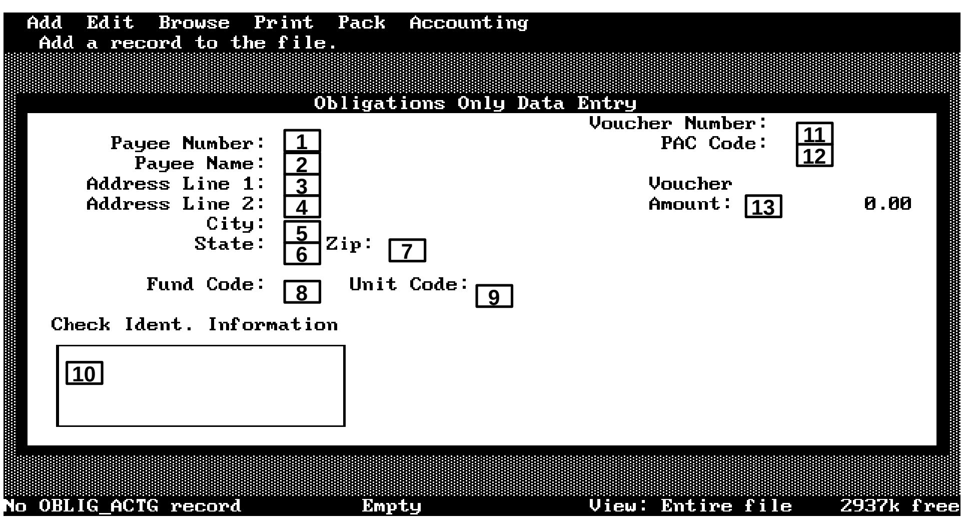


Figure 7. Obligations Only Data Entry Screen

10 **Check Ident. Information** *(required, alphanumeric; max. of 20 positions per line).* Key in the invoice date or order/contract/invoice number to enable the payee to identify the check. This information will appear on the Notice To Check Recipient included with the check.

11 **Voucher Number** *(no-entry). **New*** is system generated for new entries. After the record is saved, a sequential voucher number is displayed (e.g., ***00001***).

12 **PAC Code** *(no-entry).* This field is system generated.

13 **Voucher Amount** *(no-entry).* The voucher amount is generated when accounting is added to the record.

The message *Accounting Lines must be entered. Press any key* is displayed. Press any key to display the message *Add this record to the file?...Ok Cancel* with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to *Cancel* and press [Enter].

The message *Document Contains Errors* is displayed on the Obligations Only Data Entry screen. At the function menu bar, move to **Accounting** and press [Enter]. (See Adding Accounting To Obligations for instructions.)

- To add another obligation, repeat the preceding process.

Adding Agricultural Research Service Obligations. At the Obligations Only Data Entry screen (**Figure 8**), move to Add and press [Enter].

Complete the fields as follows:

1 **Agreement Number** *(required, alphanumeric; max. of 15 positions).* Key in the agreement number. The cursor moves to Amendment Number.

If you do not know the agreement number, press [Enter] to display the AGREEMENTS pop-up screen. This screen is also displayed when an invalid agreement number is entered. Press [↓] or [↑] to locate the applicable agreement number. Point and shoot the selected agreement number to the field.

2 **Payee Name** *(no-entry).* The payee name is generated from the agreement number.

3 **Amendment Number** *(optional, numeric; max. of 3 positions).* Key in the amendment number or press [Enter] to skip. If less than 3 positions are keyed in, press [Enter] to move to the next field.

4 **Doc Type** *(required, numeric; 4 positions).* Key in the document type number. The cursor moves to the next field.

If you do not know the document type number, press [Enter] to display the DOC TYPE pop-up screen. This screen is also displayed when an invalid document type number is entered. Press [↓] or [↑] to locate the applicable document type number. Point and shoot the selected document type number to the field.

5 **Fund Code** *(required, alphanumeric; 2 positions).* The fund code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different fund code, key in the code over the displayed code or press [Delete] twice and then press [Enter]. The FUND CODE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected code to the field. The cursor moves to the next field.

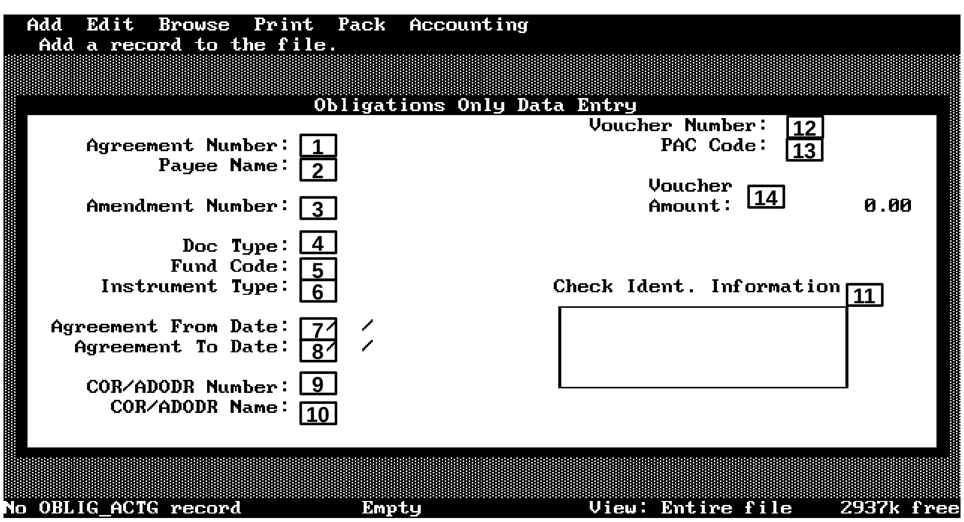


Figure 8. Obligations Only Data Entry Screen (for ARS only)

6 **Instrument Type** *(required, alphanumeric; 3 positions).* Key in the Instrument Type code. Press [Enter] to move to the next field if less than 3 positions are keyed in.

If you do not know the instrument type code, press [Enter] to display the TYPE INST pop-up screen. This screen is also displayed when an invalid instrument type code is entered. Press [↓] or [↑] to locate the applicable instrument type code. Point and shoot the selected code to the field. The cursor moves to the next field.

7 **Agreement From Date** *(required, numeric; 6 positions).* Key in the beginning agreement date.

8 **Agreement To Date** *(required, numeric; 6 positions).* Key in the ending agreement date.

9 **COR/ADODR Number** *(conditional, numeric; 4 positions).* Key in the Contracting Officer's or the Authorized Departmental Officer's Designated Representative (COR/ADODR) Number. **Note:** The only document types that require this data are 0050, 0053, 0054, 0057, 0058, and 0059. If the document type is not one of these documents, the cursor moves to Check Ident. Information**.**

If you do not know the COR/ADODR number, press [Enter] to display the CONT OFCR pop-up screen. This screen is also displayed when an invalid COR/ADODR number is entered. Press [↓] or [↑] to locate the applicable number. Point and shoot the selected number to the field.

10 **COR/ADODR Name** *(no-entry).* The Contracting Officer's or the Authorized Departmental Officer's Designated Representative (COR/ADODR) name is generated from the COR/ADODR Number.

11 **Check Ident. Information** *(required, alphanumeric; max. of 20 positions per line).* Key in the invoice date or order/contract/invoice number to enable the payee to identify the check. This information will appear on the Notice To Check Recipient included with the check. Press [Enter] to move to the next field.

12 **Voucher Number** *(no-entry). **New*** is system generated for new entries. After the record is saved, a sequential voucher number is displayed (e.g., ***00001***).

13 **PAC Code** *(no-entry).* This field is system generated.

14 **Voucher Amount** *(no-entry).* The voucher amount is generated when accounting data is added to the record.

The message *Accounting Lines must be entered. Press any key* is displayed. Press any key. The message *Add this record to the file?...Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

If you add the obligation to the file, the message *Document Contains Errors* is displayed on the Obligations Only Data Entry screen. At the function menu bar, move to **Accounting** and press [Enter]. (See **Adding Accounting To Obligations** for instructions.)

- To add another obligation, repeat the preceding process.

Adding Accounting To Obligations. At the **Accounting** function, press [Enter]. The Obligations Accounting Information screen is displayed. Press [Alt + A] or [Insert] to display the Obligations Accounting Lines screen (**Figure 9**).

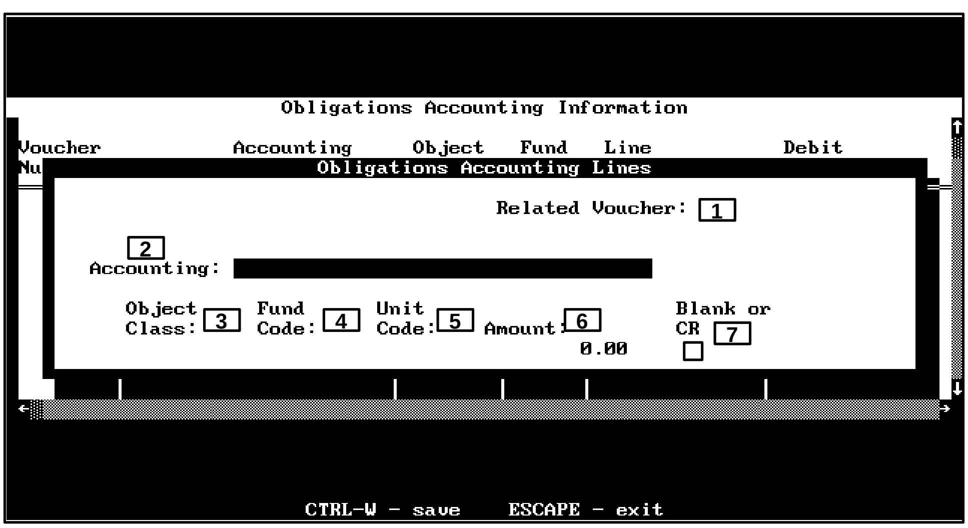


Figure 9. Obligations Accounting Lines Screen

Complete the fields as follows:

1 **Related Voucher** *(no-entry).* This field is automatically generated from the Obligations Only Data Entry screen, Voucher Number field.

2 **Accounting** *(required, alphanumeric; max. of 35 positions).* Key in the accounting code that was previously entered in the accounting table by Level 2 or Level 3 users. Press [Enter] to move to the next field.

If invalid or no data is entered, press [Enter] to display the ACTG CLASS pop-up screen. Press [↓] or [↑] to locate the applicable code. Point and shoot the accounting code to the field.

3 **Object Class** *(required, numeric; 4 positions).* Key in the budget object classification code that was previously entered in the accounting table by Level 2 or Level 3 users. If invalid or no data is entered, press [Enter] to display the OBJ CLASS pop-up screen. Press [↓] or [↑] to locate the object class code. Point and shoot the object code to the field.

4 **Fund Code** *(conditional, alphanumeric; 2 positions).* If ***88*** was keyed in the fund code field on the Obligations Only Data Entry screen, key in the fund code that relates to the accounting code.

5 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

6 **Amount** *(required, numeric; max. of 11 positions).* Key in the dollar amount to be charged to the accounting code.

7 **Blank or CR** *(conditional, checkbox).* If the obligation is a credit, press the [Space Bar] to check the box. Press [Enter] to display the message *Add this record to the file? Ok Cancel* with *Ok* highlighted.

If the obligation is not a credit, press [Enter] to display the message *Add this record to the file? Ok Cancel* with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

- To add additional accounting lines to the record, repeat this process. **Note:** Do not exceed 99 lines of accounting for each voucher.

- To edit accounting lines on the record, press [Alt + E]. To display the Obligations Accounting Lines screen, press [Enter] or [↓] or [↑] to locate the field that needs to be corrected.

- To delete accounting lines from the record, press [Delete].

- To return to the Obligations Only Data Entry screen, press [Esc]. If there are no errors, the message *No Errors Found Press any key* is displayed. Press any key to continue. To correct an error, see **Editing Obligations**. The Voucher Amount is automatically displayed in the field.

Editing Obligations. At the Obligations Only Data Entry screen, press [→] to move to the Edit function. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Obligations Only Data Entry screen, with the selected obligation record displayed, press [Enter]. Key in the correct data and press [Ctrl + W]. The message *Write the changes to disk?...Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter]

- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Obligations. At the Obligations Only Data Entry screen, move to Browse and press [Enter]. The OBLIGATION table screen is displayed. Press [↓], [↑], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The obligation record is displayed.

- To delete a record, press [Delete]. The message *Delete this record? Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing An Obligation**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing Obligations. At the Obligations Only Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

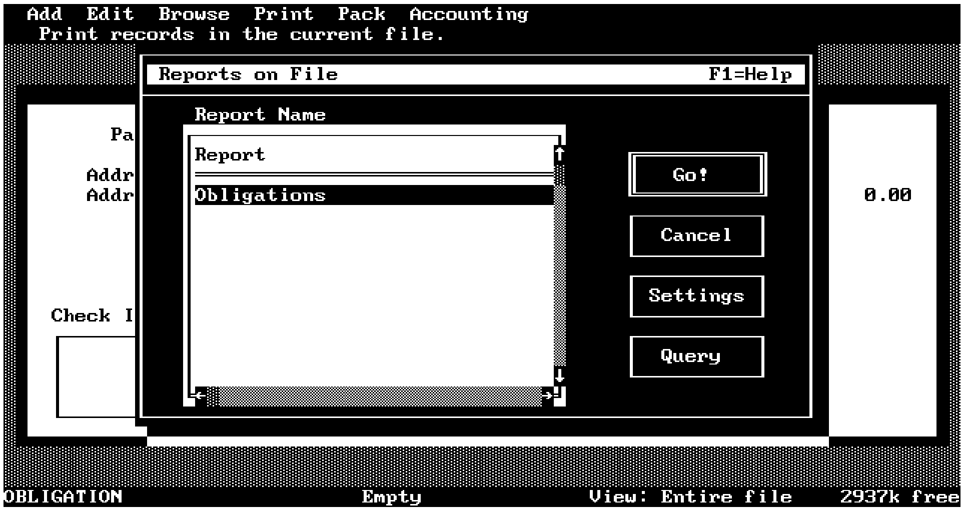


Figure 10. Reports On File Screen

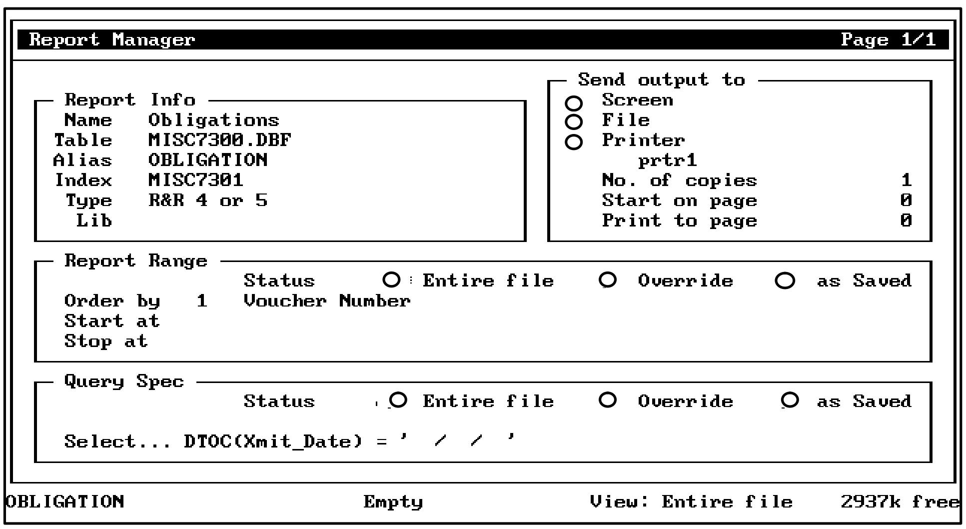


Figure 11. Report Manager Screen

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [🡆], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the start at data. Press [Enter] to move to Stop At. Key in the stop at data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [🡆] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to *Go!* and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to *Cancel*. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- Press [Esc] to return to the Obligations Only Data Entry screen.

Packing Obligations. At the Obligations Only Data Entry screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

Payments (Access Level 1)

This option is listed second on the AD–757 selection submenu. Move to Payments and press [Enter]. The Payments Data Entry screen with a function menu bar listed at the top of the screen is displayed.

Move the cursor to the applicable function and press [Enter], or enter the first letter of the selected function; e.g., ***B*** (Browse).

Below is brief description of each function:

Add. Used to add a new record.

Edit. Used to change a record.

Browse. Used to view or delete records.

Print. Used to print records.

Pack. Used to permanently remove records marked for deletion.

Accounting. Used to view or add accounting data to a record.

The following are instructions for using these functions:

Adding Payments For Agencies Other Than The Agricultural Research Service. At the Payments Data Entry screen (**Figure 12**), move to Add and press [Enter].

Complete the fields as follows:

$\boxed{1}$ **PAC Code** *(required, alphanumeric; 3 positions).* Key in the payment action code.

If you do not know the payment action code, press [Enter] to display the PAC CODES pop-up screen. This screen is also displayed when an invalid payment action code is entered. Press [↓] or [↑] to locate the applicable payment action code. Point and shoot the selected code to the field. The cursor moves to the next field.

$\boxed{2}$ **Reference Voucher** *(conditional, alphanumeric; 5 positions).* This field depends upon the PAC code entered. If PAC code *01E, 05E,* or *11E* is keyed in the PAC code field, the cursor moves to this field. If not one of these codes, the cursor moves to the Payee Number field.

If you do not know the reference voucher number, press [Enter] to display the OBLIGREF screen. This screen is also displayed when an invalid payment action code is entered. Press [↓] or [↑] to locate the applicable voucher. Point and shoot the selected voucher to the field. The cursor moves to the Fund Code field.

$\boxed{3}$ **Payee Number** *(required, alphanumeric; 4 positions).* Key in the payee number. The cursor moves to the next field.

If you do not know the payee number, press [Enter] to display the VENDORS pop-up screen. This screen is also displayed when an invalid payee number is entered. Press [↓] or [↑] to locate the applicable payee number. Point and shoot the selected number to the field. The cursor moves to the next field.

$\boxed{4}$ **Payee Name** *(no-entry).* This field is generated from the Reference Voucher or Payee Number field.

$\boxed{5}$ **Fund Code** *(required, alphanumeric; 2 positions).* This field is system generated. To confirm the displayed fund code and move to the next field, press [Enter].

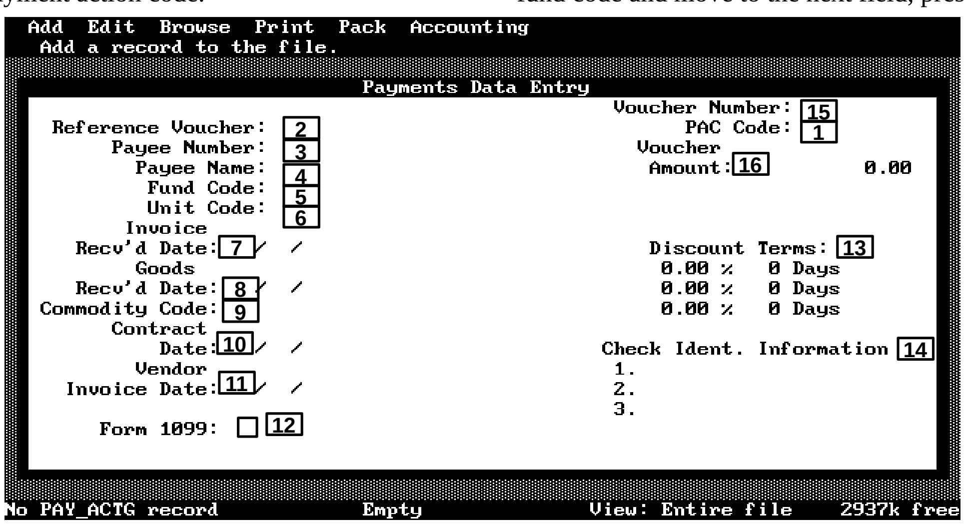


Figure 12. Payments Data Entry Screen

- To key in a different fund code, key in the code over the displayed code or press [Delete] twice and then press [Enter]. The FUND CODE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected code to the field. The cursor moves to the next field.

6 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

7 **Invoice Recv'd Date** *(required, numeric; 6 positions).* Key in the date the invoice was received by the agency.

8 **Goods Recv'd Date** *(required, numeric; 6 positions).* Key in the date the goods or services were received, inspected, and accepted from the vendor (use the latest date).

9 **Commodity Code** *(required, alphanumeric; one position).* Key in the commodity code. Valid codes are ***M***, ***D***, ***P***, ***C***, ***O***, and ***X***. **Note:** Refer to the Miscellaneous Payments procedure (Title II, Chapter 6, Section 5) for a complete description of these codes.

10 **Contract Date** *(required, numeric; 6 positions).* Key in the contract date. If no contract date, key in the order date.

11 **Vendor Invoice Date** *(required, numeric; 6 positions).* Key in the date of the vendor's invoice.

12 **Form 1099** *(conditional, checkbox).* If Form 1099 reporting to the Internal Revenue Service (IRS) is required, press the [Space Bar] to check the box. Press [Enter] to move to the next field.

If Form 1099 tax reporting is not required, press [Enter] to skip to the next field.

13 **Discount Terms** (*Optional*). Up to three discounts can be entered.

Rate *(numeric, 4 positions).* Key in the exact terms (in order of largest to smallest) of the time discount. For example, key in ***2*** to reflect 2%.

Days *(numeric, 2 positions).* Key in the exact number of days (in order of smallest to largest) in which the discount percentage rate applies. For example, key in ***10*** to reflect 10 days.

14 **Check Ident. Information** *(required, alphanumeric; max. of 20 positions per line).* Key in the invoice date or order/contract/invoice number to enable the payee to identify the check. This information will appear on the Notice To Check Recipient included with the check. Press [Enter].

15 **Voucher Number** *(no-entry).* ***New*** is system generated for new entries. After the record is saved, a sequential voucher number is displayed (e.g., ***00001***).

16 **Voucher Amount** *(no-entry).* The voucher amount is generated when accounting data is added to the record.

The message *Accounting Lines must be entered. Press any key* is displayed. Press any key. The message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

If you add the payment to the file, the message *Document Contains Errors* is displayed on the Payments Data Entry screen. At the function menu bar, move to **Accounting** and press [Enter]. (See **Adding Accounting To Payments** for instructions.)

- To add another payment, repeat the preceding process.

Adding Payments For The Agricultural Research Service. At the Payments Data Entry screen (**Figure 13**), move to the Add function and press [Enter].

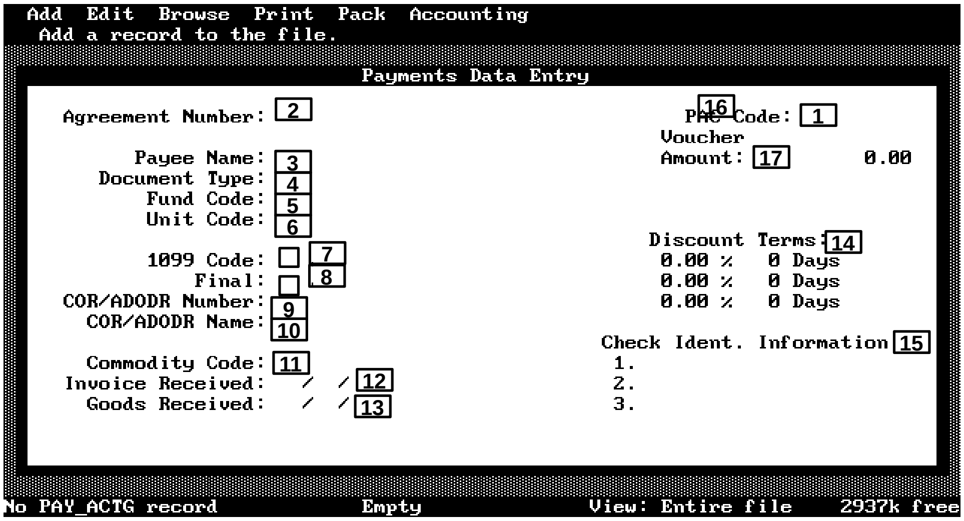


Figure 13. Payments Data Entry Screen (for ARS only)

Complete the fields as follows:

[1] **PAC Code** *(required, alphanumeric; 3 positions).* Key in the payment action code.

If you do not know the payment action code, press [Enter] to display the PAC CODES pop-up screen. This screen is also displayed when an invalid payment action code is entered. Press [↓] or [↑] to locate the applicable payment action code. Point and shoot the selected code to the field. The cursor moves to the next field.

[2] **Agreement Number** *(required, alphanumeric; max. of 15 positions).* Key in the agreement number. If the agreement number is less than 15 positions, press [Enter] to move to the next field.

If you do not know the agreement number, press [Enter] to display the AGREEMENTS pop-up screen or the ARSOBGREF screen when PAC codes 01E, 05E, or 11E (accruals only) is entered in the PAC Code field. These screens are also displayed when an invalid agreement number is entered. Press [↓] or [↑] to locate the applicable agreement number. Point and shoot the selected number to the field.

[3] **Payee Name.** *(no-entry).* The payee name is generated from the agreement number.

[4] **Document Type** *(required, numeric; 4 positions).* Key in the document type code.

If you do not know the document type code, press [Enter] to display the DOC TYPE pop-up screen. This screen is also displayed when an invalid document type code is entered. Press [↓] or [↑] to locate the applicable document type code. Point and shoot the selected number to the field.

[5] **Fund Code** *(required, alphanumeric; 2 positions).* The fund code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different fund code, key in the code over the displayed code or press [Delete] twice and then press [Enter]. The FUND CODE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected code to the field.

[6] **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

[7] **1099 Code** *(conditional, checkbox).* If Form 1099 reporting to the Internal Revenue Service (IRS) is required, press the [Space Bar] to place a check mark in the box. Press [Enter] to move to the next field.

If Form 1099 tax reporting is not required, press [Enter] to skip to the next field.

[8] **Final** *(conditional, checkbox).* If this is the final payment for this agreement, press the [Space Bar] to place a check mark in the box. Press [Enter] to move to the next field.

If this is not a final payment, press [Enter] to skip to the next field.

[9] **COR/ADODR Number** *(conditional, numeric; 4 positions).* Key in the Contracting Officer's or the Authorized Departmental Officer's Designated Representative number. **Note:** The only document types that require this data are 0050, 0053, 0054, 0057, 0058, and 0059. The cursor moves to the next field.

If you do not know the COR/ADODR number, press [Enter] to display the CONT OFCR pop-up screen.

This screen is also displayed when an invalid COR/ADODR number is entered. Press [↓] or [↑] to locate the applicable COR/ADODR number. Point and shoot the selected number to the field. The cursor moves to the next field.

10 **COR/ADODR Name** *(no-entry).* The Contracting Officer's or the Authorized Departmental Officer's Designated Representative name is generated from the COR/ADODR number.

11 **Commodity Code** *(required, alphanumeric; 1 position).* Key in the commodity code. Valid codes are ***M***, ***D***, ***P***, ***C***, ***O***, and ***X***. **Note:** Refer to the Miscellaneous Payments procedure (Title II, Chapter 6, Section 5) for a complete description of these codes.

12 **Invoice Received** *(required, numeric; 6 positions).* Key in the date the invoice was received by the agency.

13 **Goods Received** *(required, numeric; 6 positions).* Key in the date the goods or services were received, inspected, and accepted from the vendor (use the latest date).

14 **Discount Terms** (*Optional*). Up to three discounts can be entered.

Rate *(numeric, 4 positions).* Key in the exact terms (in order of largest to smallest) of the time discount. For example, key in ***2*** to reflect 2%.

Days *(numeric, 2 positions).* Key in the exact number of days (in order of smallest to largest) in which the discount percentage rate applies. For example, key in ***10*** to reflect 10 days.

15 **Check Ident. Information** *(required, alphanumeric; max. of 20 positions for each line).* Key in the invoice date, order/contract/invoice number, or agreement number to enable the payee to identify the check. This information will appear on the Notice To Check Recipient included with the check. Press [Enter].

16 **Voucher Number** *(no-entry).* ***New*** is system generated for new entries. After the record is saved, a sequential voucher number is displayed (e.g., *00001*).

17 **Voucher Amount** *(no-entry).* The voucher amount is generated when accounting is added to the record.

The message *Accounting Lines must be entered. Press any key* is displayed. Press any key. The message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

If you add the payment to the file, the message *Document Contains Errors* is displayed on the Payments Data Entry screen. At the function menu bar, move to **Accounting** and press [Enter]. (See **Adding Accounting To Payments** for instructions.)

- To add another payment repeat the preceding process.

Adding Accounting To Payments. At the **Accounting** function, press [Enter]. The Payments Accounting Information screen is displayed. Press [Alt + A] or [Insert] to display the Payments Accounting Lines screen (**Figure 14**). Complete the fields as follows:

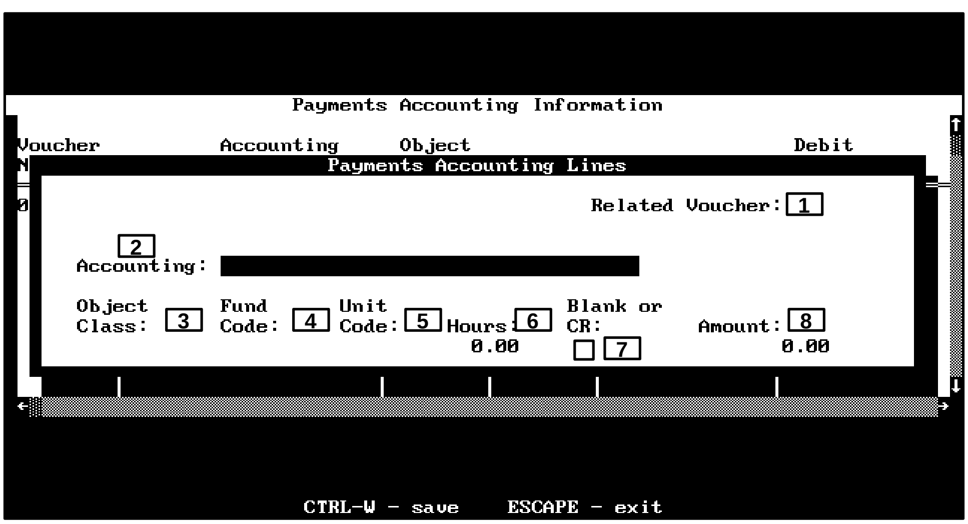


Figure 14. Payments Accounting Lines Screen

1 **Related Voucher** *(no-entry)*. This field is system generated.

2 **Accounting** *(required, alphanumeric; max. of 35 positions)*. Key in the accounting code that was previously entered in the accounting table by Level 2 or Level 3 users.

If invalid or no data is entered, press [Enter] to display the ACTG CLASS pop-up screen. Press [↓] or [↑] to locate the applicable code. Point and shoot the selected code to the field. The cursor moves to the next field.

3 **Object Class** *(required, numeric, 4 positions)*. Key in the budget object classification code that was previously entered in the accounting table by Level 2 or Level 3 users. If invalid or no data is entered, press [Enter] to display the OBJ CLASS pop-up screen. Press [↓] or [↑] to locate the applicable object class code. Point and shoot the selected code to the field.

4 **Fund Code** *(conditional, alphanumeric; 2 positions)*. If ***88*** was keyed in the fund code field on the Payments Data Entry screen, key in the fund code that relates to the accounting code.

5 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions)*. If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

6 **Hours** *(conditional, numeric; max. of 5 positions)*. If the object class involves employee salary compensation transactions, key in the number of hours.

7 **Blank or CR** *(conditional, checkbox)*. If the amount is a credit, press the [Space Bar] to check the box. If the record is not a credit, press [Enter] to skip.

8 **Amount** *(required, numeric; max. of 11 positions)*. Key in the dollar amount to be charged to each accounting code. Press [Enter] to display the message *Add this record to the file? Ok Cancel* with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

- To add additional accounting lines to the record, repeat this process. **Note:** Do not exceed 99 lines of accounting for each voucher.

- To edit accounting lines on the record, press [Alt + E] or press [Enter].

- To delete accounting lines from the record, press [Delete].

- To return to the Payments Data Entry screen, press [Esc]. If there are no errors, the message *No Errors Found Press any key* is displayed. Press any key to continue. To correct an error, see **Editing Payments**. The voucher amount is automatically displayed in that field.

Editing Payments. At the Payments Data Entry screen, press [→] to move to the Edit function. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Payment Data Entry screen, with the selected payment record displayed, press [Enter]. Key in the correct data and press [Ctrl + W]. The message *Write the changes to disk?...Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter]

- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Payments. At the Payments Data Entry screen, move to Browse and press [Enter]. The PAYMENTS table screen is displayed. Press [↓], [↑], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The payment record is displayed.

- To delete a record, press [Delete]. The message *Delete this record? Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Payments**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing Payments. At the Payments Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [➔], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the start at data. Press [Enter] to move to Stop At. Key in the stop at data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [➔] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

☐ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- Press [Esc] to return to the Payments Data Entry screen.

***Packing Payments*.** At the Payments Data Entry screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].
- To cancel, move to Cancel and press [Enter].

Non-Expenditure Transfers And Adjustments (Access Level 1)

This option is listed third on the AD–757 submenu. Move to Non–Expend Tfrs & Adjustments and press [Enter]. The Non-Expenditure Transfers Data Entry screen (**Figure 15**) with a function menu bar at the top of the screen is displayed.

Move to the applicable function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a new record.

Edit. Used to change a record.

Browse. Used to view or delete records.

Print Used to print records.

Pack. Used to permanently remove records marked for deletion.

Accounting. Used to add accounting data to a record.

The following are instructions for using these functions:

Adding Non-Expenditure Transfers And Adjustments. At the Non-Expenditure Transfers Data Entry screen (**Figure 15**), move to Add and press [Enter].

Complete the fields as follows:

1 **Payment/Action Code** *(required, alphanumeric; max. of 3 positions).* The payment action code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different payment action code, key in the correct data over the displayed data or press [Delete] three times and then press [Enter]. The PAC CODES pop-up screen is displayed. Press [↓] or [↑] to locate the applicable payment action code. Point and shoot the selected code to the field.

2 **Fund Code** *(required, alphanumeric; 2 positions).* The fund code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different fund code, key in the code over the displayed data or press [Delete] twice and then press [Enter]. The FUND CODE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected code to the field.

3 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

4 **Document Type** *(required for ARS only, numeric; max. of 4 positions).* The document type code is system generated. To confirm the displayed document type number and move to the next field, press [Enter].

- To key in a different document type number, key in the correct data over the displayed data or press [Delete] four times and then press [Enter]. The DOC TYPE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable number. Point and shoot the selected number to the field.

5 **Payee Name** *(optional, alphanumeric; max. of 30 positions).* Key in the payee name and press [Enter].

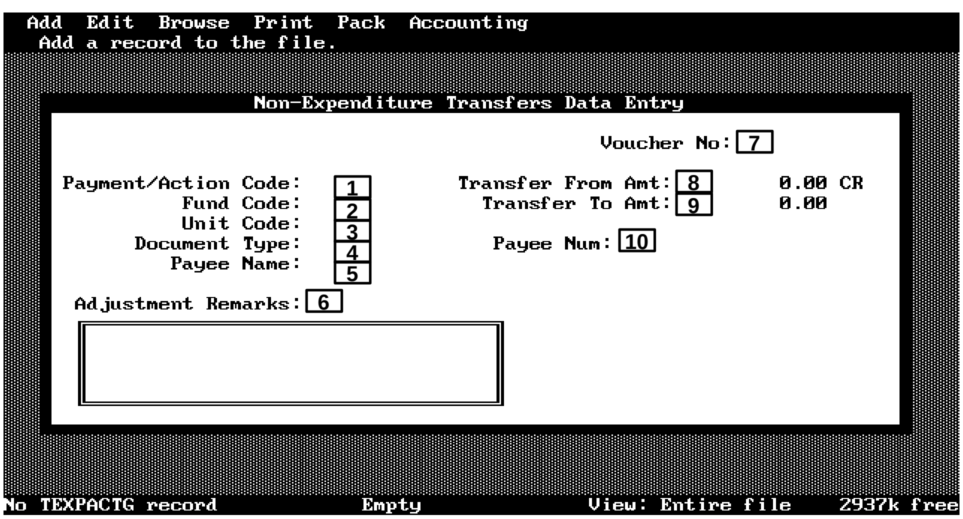


Figure 15. Non-Expenditure Transfers Data Entry Screen

6 **Adjustment Remarks** *(optional, alphanumeric; max. of 30 positions per line)*. Key in any adjustment remarks that apply.

The message *Transfer From Accounting Lines must be entered. Press any key* is displayed. Press any key to display the message *Transfer To Accounting Lines must be entered. Press any key.* Press any key to display the message *Add This record to the file?...Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

7 **Voucher No** *(no-entry)*. ***New*** is system generated for new entries. After the record is saved, a sequential voucher number is displayed (e.g., *00001*).

8 **Transfer From Amt** *(no-entry)*. The Transfer From Amount is generated when accounting is added to the record.

9 **Transfer To Amt** *(no-entry)*. The Transfer To Amount is generated when accounting is added to the record.

10 **Payee Num** *(no-entry)*. The payee number is system generated.

If you added the Non-Expenditure Transfers And Adjustments data to the file, the message *Document Contains Errors* is displayed on the Non-Expenditure Transfers Data Entry screen. Move to the **Accounting** function and press [Enter]. (See Adding Accounting To Non-Expenditure Transfers And Adjustments for more information on entering accounting data.)

If there are no errors, the non-expenditure transfer and adjustment record is added. If there are errors that have not been previously corrected, an error message(s) is displayed on the screen. Move to Edit and press [Enter]. (See Editing Non-Expenditure Transfers And Adjustments for more instructions.)

- To add another non-expenditure transfers and adjustments record, follow the instructions for Adding Non-Expenditure Transfers And Adjustments.

- To add accounting, edit, browse, delete, find, print, or pack, non-expenditure transfers and adjustments, follow the instructions for **Adding Accounting**, **Editing**, **Browsing Or Deleting**, **Printing**, and **Packing Non-Expenditure Transfers And Adjustments**.

Adding Accounting To Non-Expenditure Transfers And Adjustments*.* At the Non-Expenditure Transfers Data Entry screen, move to the **Accounting** function and press [Enter]. A submenu containing two options (Transfer From (CR) and Transfer To) is displayed with *Transfer From (CR)* highlighted.

- To select Transfer From (CR), press [Enter]. The Non-Expenditure Transfers From Account Accounting Information screen with a function menu bar at the bottom of the screen is displayed. Press [Alt + A] to add accounting. The Transfers From Accounting Lines screen (**Figure 16**) is displayed.

Complete the fields as follows:

1 **Related Voucher** *(no-entry)*. This field is system generated.

2 **Accounting** *(required, alphanumeric; max. of 35 positions)*. Key in the accounting code assigned by your agency and press [Enter]. **Note:** The selected accounting code must exist in the Accounting Code table established by Level 2 and/ or Level 3 users.

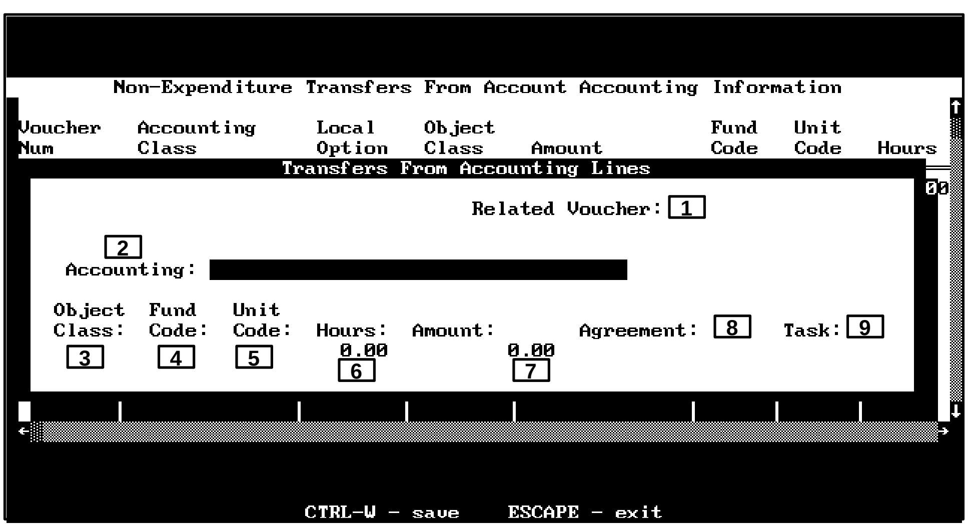


Figure 16. Transfers From Accounting Lines Screen

If you do not know the accounting code, press [Enter] to display the ACTG CLASS pop-up screen. This screen is also displayed when an invalid accounting code is entered. Press [↓] or [↑] to locate the applicable accounting code. Point and shoot the selected accounting code to the field.

3 **Object Class** *(required, numeric; 4 positions).* Key in the object class code.

If you do not know the object class code, press [Enter] to display the OBJ CLASS pop-up screen. This screen is also displayed when an invalid object class code is entered. Press [↓] or [↑] to locate the applicable accounting code. Point and shoot the selected accounting code to the field.

4 **Fund Code** *(conditional, alphanumeric; 2 positions).* If ***88*** was keyed in the fund code field on the Non-Expenditure Transfers Data Entry screen, key in the fund code that relates to the accounting code.

5 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

6 **Hours** *(conditional, numeric; max. of 5 positions).* If the selected object class involves employee salary compensation transactions, key in the number of hours.

7 **Amount** *(required, numeric; max. of 11 positions).* Key in the Transfer From amount. **Note:** Transfer From and Transfer To amounts must balance**.**

8 **Agreement** *(for ARS use only, optional, alphanumeric; max. of 15 positions*). If agency is ARS, key in the agreement number.

9 **Task** *(for ARS use only, optional, alphanumeric; max. of 10 positions).* If agency is ARS, key in the task number of the agreement (if RSA) that is being paid.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

If the record was added to the file, the Non-Expenditure Transfers From Account Accounting Information screen is displayed.

Press [Esc] to return to the Non-Expenditure Transfers Data Entry screen. The message *Transfer To Accounting Lines must be entered. Press any key* is displayed. Press any key to display the message *Accounting Lines are out of balance. Press any key.* Press any key to continue.

At the Accounting submenu, move to Transfer To and press [Enter]. The Non-Expenditure Transfers To Account Accounting Information screen with a function bar menu is displayed. Press [Alt + A] to add accounting. The Transfers To Accounting Lines screen (**Figure 17**) is displayed.

Complete the fields as follows:

1 **Related Voucher** *(no-entry).* This field is system generated.

2 **Accounting** *(required, alphanumeric; max. of 35 positions).* Key in the accounting code assigned by your agency and press [Enter]. **Note:** The selected accounting code must exist in the Accounting Code table established by Level 2 and/ or Level 3 users.

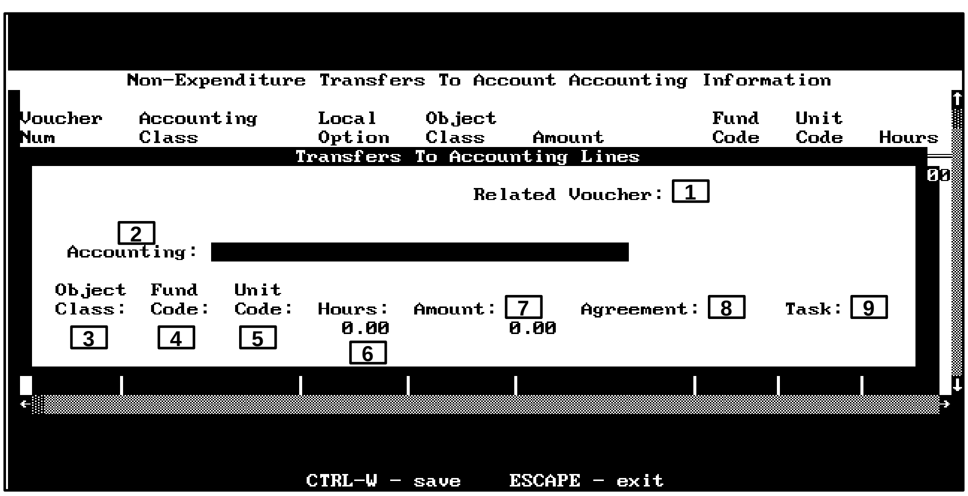


Figure 17. Transfers To Accounting Lines Screen

If you do not know the accounting code, press [Enter] to display the ACTG CLASS pop-up screen which lists accounting codes established by Level 2 and/ or Level 3 users. This screen is also displayed when an invalid accounting code is entered. Press [↓] or [↑] to locate the appropriate accounting code. Point and shoot the applicable accounting code to the field.

3 **Object Class** *(required, numeric, max. of 4 positions).* Key in the object class code.

If you do not know the object class code, press [Enter] to display the OBJ CLASS pop-up screen. This screen is also displayed when an invalid object class code is entered. Press [↓] or [↑] to locate the appropriate accounting code. Point and shoot the applicable accounting code to the field.

4 **Fund Code** *(conditional, alphanumeric; 2 positions).* If ***88*** was keyed in the fund code field on the Non-Expenditure Transfers Data Entry screen, key in the fund code that relates to the accounting code.

5 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

6 **Hours** *(conditional, numeric; max. of 5 positions).* If the object class involves employee salary compensation transactions, key in the number of hours.

7 **Amount** *(required, numeric; max. of 11 positions).* Key in the Transfer To amount. **Note:** The Transfer From and Transfer To amounts must balance.

8 **Agreement** *(for ARS use only, optional, alphanumeric; max. of 15 positions*). If agency is ARS, key in the applicable agreement number or press [Enter] to skip.

9 **Task** *(for ARS use only, optional, alphanumeric; max. of 10 positions).* If agency is ARS, key in the task number of the agreement (if RSA) that is being paid or press [Enter] to skip.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].
- To add additional accounting lines to the record, repeat this process. **Note:** Do not exceed 99 lines of accounting for each voucher.
- To edit accounting lines on the record, press [Alt + E] or press [Return/Enter].
- To delete accounting lines from the record, press [Delete].
- To return to the Non-Expenditure Transfers Data Entry screen, press [Esc].

Editing Non-Expenditure Transfers And Adjustments. At the Non-Expenditure Transfers Data Entry screen, press [→] to move to the Edit function. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Non-Expenditure Transfers Data Entry screen, with the selected record displayed, press [Enter]. Key in the correct data and press [Ctrl + W]. The message *Write the changes to disk?...Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter]
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Non-Expenditure Transfers And Adjustments. At the Non-Expenditure Transfers Data Entry screen, move to Browse and press [Enter]. The NONEXPND table screen is displayed. Press [↓], [↑], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The non-expenditure transfers and adjustments record is displayed.
- To delete a record, press [Delete]. The message *Delete this record? Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Non-Expenditure Transfers And Adjustments**.
- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.
- To cancel the delete function, move to Cancel and press [Enter].

Printing Non-Expenditure Transfers And Adjustments. At the Non-Expenditure Transfers Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [➔], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the start at data. Press [Enter] to move to Stop At. Key in the stop at data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [➔] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

☐ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- Press [Esc] to return to the Non-Expenditure Transfers Data Entry screen.

Packing Non-Expenditure Transfers And Adjustments. At the Non-Expenditure Transfers screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

Recording Foreign Transactions (Access Level 1)

This option is listed fourth on the AD–757 submenu. Move to Recording Foreign Transactions and press [Enter]. The Recording Foreign Transactions Data Entry screen (**Figure 18**) with a function menu bar at the top of the screen is displayed.

Move to the applicable function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a new record.

Edit. Used to change a record.

Browse. Used to view or delete records.

Print. Used to print records.

Pack. Used to permanently remove records marked for deletion.

Accounting. Used to view or add accounting data to a record.

The following are instructions for using these functions:

Adding Foreign Transactions. At the Recording Foreign Transactions Data Entry screen (**Figure 18**), move to Add and press [Enter].

Complete the fields as follows:

1 **Fund Code** *(required, alphanumeric; 2 positions).* The fund code is system generated. To confirm the displayed code and move to the next required field, press [Enter].

- To key in a different fund code, key in the code over the displayed code or press [Delete] twice and then press [Enter]. The FUND CODE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected code to the field.

2 **PAC Code** *(required, alphanumeric; 3 positions).* The payment action code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different payment action code, key the code over the displayed data, or press [Delete] three times and then press [Enter]. The PAC CODES pop-up screen is displayed. Press [↓] or [↑] to locate the applicable payment action code. Point and shoot the selected code to the field.

3 **Document Type** *(required for ARS only, numeric; 4 positions).* If the agency is ARS, key in the document type number.

If you do not know the document type number, press [Enter] to display the DOC TYPE pop-up screen. This screen is also displayed when an invalid document type number is entered. Press [↓] or [↑] to locate the applicable document type number. Point and shoot the selected document type number to the field.

4 **SF–1221 Month/Year** *(required, numeric; 4 positions).* The SF–1221 date is system generated. To confirm the displayed date and move to the next field, press [Enter].

- To key in a different date, delete the displayed date and key in the correct date.

5 **Country Code** *(required, alphanumeric; 2 positions).* Key in the applicable country code.

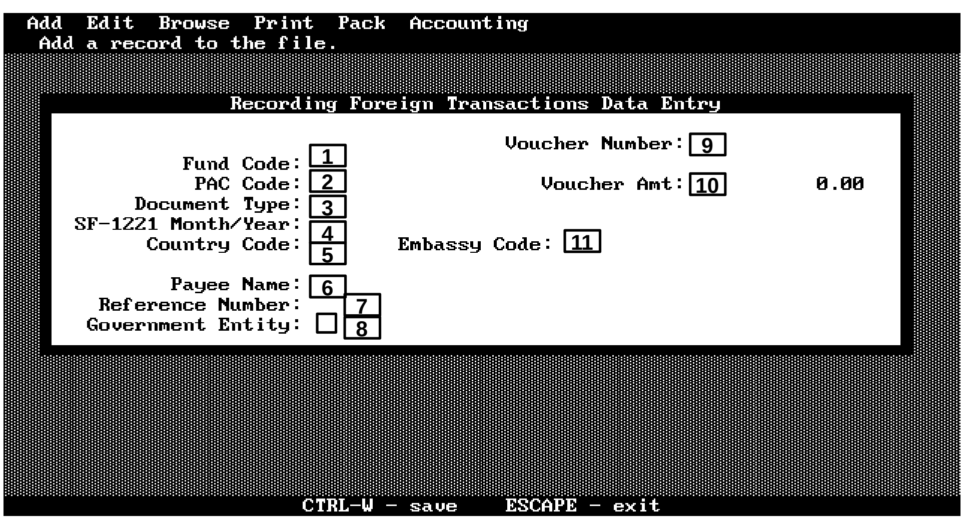


Figure 18. Recording Foreign Transactions Data Entry Screen

If you do not know the country code, press [Enter] to display the COUNTRY CODE pop-up screen. This screen is also displayed when an invalid country code is entered. Press [↓] or [↑] to locate the applicable country code. Point and shoot the applicable country code to the field.

[6] **Payee Name** *(optional, alphanumeric; max. of 30 positions)*. Key in the payee name and press [Enter].

[7] **Reference Number** *(optional, alphanumeric; max. of 15 positions).* Key in information that helps identify the transaction.

[8] **Government Entity** *(conditional, checkbox).* If the payee is a foreign government, press the [Space Bar] to mark the box, then press [Enter].

If the payee is not a foreign government, press [Enter] to skip.

The message *Accounting Lines must be entered Press any key* is displayed. Press any key to display the message *Add this record to the file?...Ok Cancel* with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

[9] **Voucher Number** *(no-entry). **New*** is system generated for new entries. After the record is saved, a sequential voucher number is displayed (e.g., *00001*).

[10] **Voucher Amt** *(no-entry).* The voucher amount is generated when accounting is added to the record.

[11] **Embassy Code** *(no-entry).*

If you added the payment to the file, the message *Document Contains Errors* is displayed on the Recording Foreign Transactions Data Entry screen. Move to the **Accounting** function and press [Enter]. (See Adding Accounting To Foreign Transactions for instructions.)

If there are no errors, the foreign payment is added. If there are errors that have not been previously corrected, an error message(s) is displayed on the screen. Move to Edit and press [Enter]. (See Editing Foreign Transactions for instructions.)

- To add another foreign payment, follow the instructions for Adding Foreign Transactions.
- To add accounting, edit, browse, delete, find, print, or pack foreign payments, follow the instructions for **Adding Accounting, Editing, Browsing Or Deleting, Printing, or Packing Foreign Transactions.**

Adding Accounting To Foreign Transactions. At the Recording Foreign Transactions Data Entry screen, move to the **Accounting** function and press [Enter]. The Recording Foreign Payments Accounting Information screen with a function menu bar listed at the bottom of the screen is displayed. Press [Alt + A] to add accounting. The Foreign Payments Accounting Lines screen (**Figure 19**) is displayed.

Complete the fields as follows:

[1] **Related Voucher** *(no-entry).* This field is system generated.

[2] **Accounting** *(required, alphanumeric; max. of 35 positions).* Key in the accounting code assigned by your agency and press [Enter]. **Note:** The selected accounting code must exist in the Accounting Code table established by Level 2 and/ or Level 3 users.

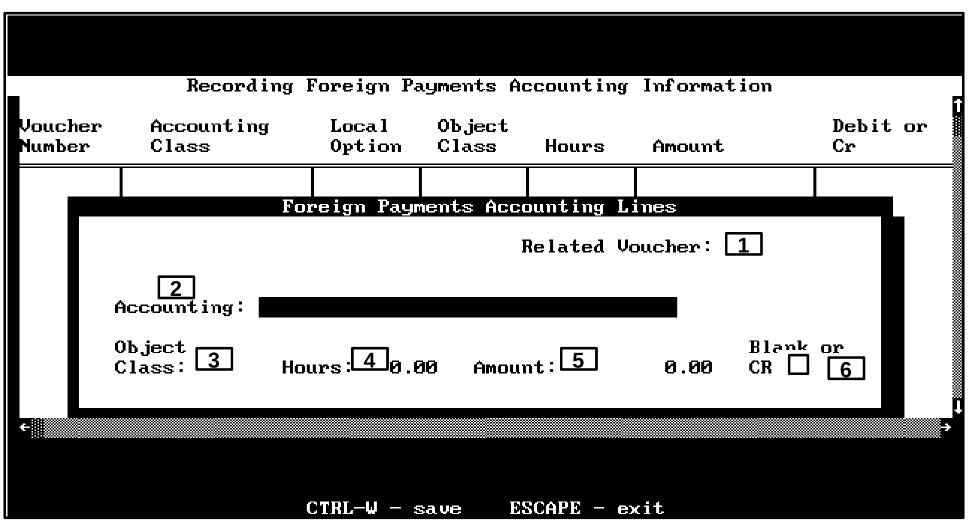


Figure 19. Foreign Payments Accounting Lines Screen

If you do not know the accounting code, press [Enter] to display the ACTG CLASS pop-up screen. This screen is also displayed when an invalid accounting code is entered. Press [↓] or [↑] to locate the applicable accounting code. Point and shoot the selected accounting code to the field.

3 **Object Class** *(required, numeric; 4 positions).* Key in the object class code.

If you do not know the object class code, press [Enter] to display the OBJ CLASS pop-up screen. This screen is also displayed when an invalid object class code is entered. Press [↓] or [↑] to locate the applicable accounting code. Point and shoot the selected accounting code to the field.

4 **Hours** *(conditional, numeric; 5 positions).* If the selected object class code involves employee salary compensation transactions, key in the number of hours.

5 **Amount** *(required, numeric; max. of 11 positions).* Key in the dollar amount of the voucher.

6 **Blank or CR** *(conditional, checkbox).* If the foreign transaction is a credit, press the [Space Bar] to mark the box, then press [Enter].

If the foreign transaction is not a credit, press [Enter] to skip.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add the record, press [Enter].
- To cancel, move to Cancel and press [Enter].
- To add additional accounting lines to the record, repeat this process. **Note:** Do not exceed 99 lines of accounting for each voucher.
- To edit accounting lines on the record, press [Alt + E] or press [Return/Enter].
- To delete accounting lines from the record, press [Delete].
- To return to the Recording Foreign Transactions Data Entry screen, press [Esc].

Editing Foreign Transactions. At the Recording Foreign Transactions Data Entry screen, press [→] to move to the Edit function. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Recording Foreign Transactions Data Entry screen, with the selected record displayed, press [Enter]. Key in the correct data and press [Ctrl + W]. The message *Write the changes to disk?...Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Foreign Transactions. At the Recording Foreign Transactions Data Entry screen, move to Browse and press [Enter]. The FRGNPMTS table screen is displayed. Press [↓], [↑], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The foreign transaction record is displayed.
- To delete a record, press [Delete]. The message *Delete this record? Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Foreign Transactions**.
- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.
- To cancel the delete function, move to Cancel and press [Enter].

Printing Foreign Transactions. At the Recording Foreign Transactions Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.
- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the start at data. Press [Enter] to move to Stop At. Key in the stop at data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in

data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

□ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- Press [Esc] to return to the Recording Foreign Transactions Data Entry screen.

Packing Foreign Transactions. At the Recording Foreign Transactions Data Entry screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

AD–742 (Access Level 1)

This option is listed second on the Forms pull-down menu. It is used by Access Level 1 users to add, edit, browse, delete, print, and pack AD–742 records.

At the AD–742 option, press [Enter]. The AD–742 Transfers and Adjustments For Data Entry screen **(Figure 20)** with a function menu bar listed at the top of the screen is displayed.

Move the cursor to the applicable function and press [Enter], or enter the first letter of the selected function name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a new record.

Edit. Used to change a record.

Browse. Used to view or delete records.

Print. Used to print records.

Pack. Used to permanently remove records marked for deletion.

Accounting. Used to add accounting data to a record.

The following are instructions for using these functions:

Adding An AD–742. At the AD–742 Transfers and Adjustments For Data Entry screen (**Figure 20**), move to Add and press [Enter].

Complete the fields as follows:

1 **AD–742 Type: Disbursements Only, Collections Only, Entire Document** *(required, checkbox).* Press [↓] to move the cursor to the applicable AD–742 type. Press the [Space Bar] to highlight the corresponding button. Press [Enter] to move to the next field.

- If Disbursements Only is selected, the cursor moves to T/C under Disbursements.
- If Collections Only is selected, the cursor moves to T/C under Collections.

If Entire Document is selected, the cursor moves to Voucher under the Disbursements section. Both Disbursements and Collections sections must be completed.

Disbursements

2 **Voucher** *(conditional, numeric; max. of 5 positions)*. If Entire Document was selected as the AD–742 type, key in the other agency's voucher number. The cursor moves to the next field. **Note:** Do not use voucher numbers that begin with 8 or 9. These numbers are reserved for NFC use only**.**

3 **T/C** *(required, alphanumeric; 3 positions)*. The Transactions Code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different Transaction Code, key in the code over the displayed data or press [Delete] three times and then press [Enter]. The PAC Codes pop-up screen is displayed. Press [↓] or [↑] to locate the applicable code. Point and shoot the selected code to the field. The cursor moves to the next field.

4 **Fund Code** *(required, alphanumeric; 2 positions).* If two or more agencies or units having multiple or different fund codes are involved, key in ***88***.

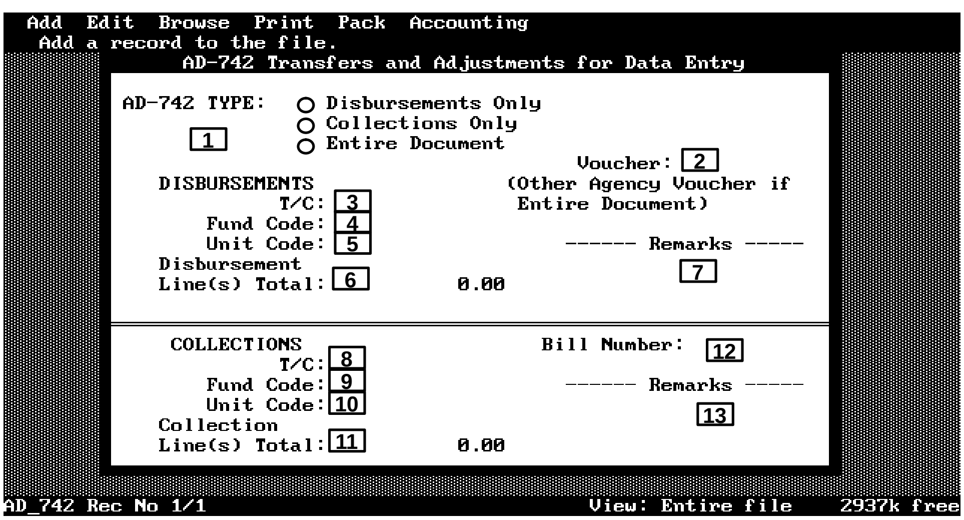


Figure 20. AD–742 Transfers And Adjustments For Data Entry Screen

□ If the disbursement or expense is under the same fund code, key in the applicable fund code.

□ If you do not know the fund code, press [Enter] to display the FUND CODE pop-up screen. This screen is also displayed when an invalid fund code is entered. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected fund code to the field.

5 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

6 **Disbursement Line(s) Total** *(no-entry).* The dollar amount is generated when accounting is added to the record.

7 **Remarks** *(optional, alphanumeric; max. of 30 positions per line).* Key in information that describes the disbursement.

Note: If the entire document needs to be completed, the cursor moves to the T/C field under the Collections section. Complete the referenced fields according to the instructions listed under **Collections**.

After entering all required fields, the message *Disbursements Accounting Lines must be entered. Press any key* is displayed. Press any key to clear the message from the screen. The message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

□ If you add the disbursement record to the file, the message *Document Contains Errors* is displayed on the AD–742 Transfers and Adjustments For Data Entry screen. Move to the **Accounting** function and press [Enter]. (See **Adding Accounting To A Disbursements Record** for instructions.)

□ If there are no errors, the disbursement record is added. If there are errors that have not been previously corrected, an error message(s) is displayed on the screen. Move to Edit and press [Enter]. (See **Editing An AD–742** for more information on making changes and/or corrections.)

- To add another AD–742, follow the instructions for **Adding An AD–742**.

- To add accounting, edit, browse, delete, find, print, or pack an AD–742, follow the instructions for **Adding Accounting**, **Editing**, **Browsing Or Deleting**, **Printing**, **or** **Packing An AD–742**.

Collections

8 **T/C** *(conditional, alphanumeric; 3 positions).* The Transaction Code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different transaction code, key in the code over the displayed data or press [Delete] three times and then press [Enter]. The PAC CODES pop-up screen is displayed. Press [↓] or [↑] to locate the applicable code. Point and shoot the selected code to the field.

9 **Fund Code** *(required, alphanumeric; 2 positions).* The fund code is system generated. To confirm the displayed code and move to the next field, press [Enter].

- To key in a different fund code, key in the code over the displayed data or press [Delete] twice and then press [Enter]. The FUND CODE pop-up screen is displayed. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected code to the field. The cursor moves to the next field.

10 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

11 **Collection Line(s) Total** *(no-entry).* The dollar amount is generated when accounting is added to the record.

12 **Bill Number** *(no-entry).* The bill number is system generated.

13 **Remarks** *(optional, alphanumeric; max. of 30 positions per line).* Key in information that describes the collection.

If Collections Only was selected, the message *Collections Accounting Lines must be entered. Press any key* is displayed. Press any key to continue. If the entire document was selected, the message *Disbursements Accounting Lines must be entered. Press any key* is displayed. Press any key to continue. The message *Add this record to the file?...Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

□ If you add the collection record to the file, the message *Document Contains Errors* is displayed on the AD–742 Transfers and Adjustments For Data Entry screen. Move to the **Accounting** function and press [Enter]. (See **Adding Accounting To A Collections Record** for instructions.)

☐ If there are no errors, the collection record is added. If there are errors that have not been previously corrected, an error message(s) is displayed on the screen. Move to Edit and press [Enter]. (See Editing An AD–742 for more information on making changes and/or corrections.)

- To add another AD–742, follow the instructions for Adding An AD–742.

- To add accounting, edit, browse, delete, find, print, or pack, follow the instructions for **Adding Accounting, Editing, Browsing Or Deleting, Printing, or Packing an AD–742.**

Adding Accounting Data To An AD–742. At the AD–742 Transfers And Adjustments For Data Entry screen, move to the **Accounting** function and press [Enter]. The Accounting function submenu containing Disbursements and Collections is displayed. **Note:** The Disbursements option is highlighted**.**

Adding Accounting To A Disbursements Record. At the **Accounting** function, press [Enter]. If Entire Document was selected, press [Enter] at Disbursements. The AD–742 Disbursement Lines Accounting Information screen with a function menu bar listed at the bottom of the screen is displayed. Press [Alt + A] or [Insert] to display the AD–742 Disbursement Accounting Lines screen (**Figure 21**). Complete the fields as follows:

1 **Related Voucher** *(no-entry).* This field is system generated.

2 **Accounting** *(required, alphanumeric; max. of 35 positions).* Key in the accounting code that was previously entered in the accounting table by Level 2 or Level 3 users. If invalid or no data is entered, press [Enter] to display the ACTG CLASS pop-up screen. Press [↓] or [↑] to locate the applicable code. Point and shoot the applicable accounting code to the field.

3 **Object Class** *(required, alphanumeric; 4 positions).* Key in the budget object classification code that was previously entered in the accounting table by Level 2 or Level 3 users. If invalid or no data is entered, press [Enter] to display the OBJ CLASS pop-up screen. Press [↓] or [↑] to locate the applicable object class code. Point and shoot the applicable code to the field.

4 **Fund Code** *(conditional, alphanumeric; 2 positions).* If ***88*** was keyed in the fund code field on the AD–742 Transfers And Adjustments For Data Entry screen, key in the fund code that relates to the accounting code.

5 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

6 **Hours** *(conditional, numeric; max. of 5 positions).* If the object class involves employee salary compensation transactions, key in the number of hours. This type of transaction is explained in detail in the Miscellaneous Payments procedure (Title II, Chapter 6, Section 5).

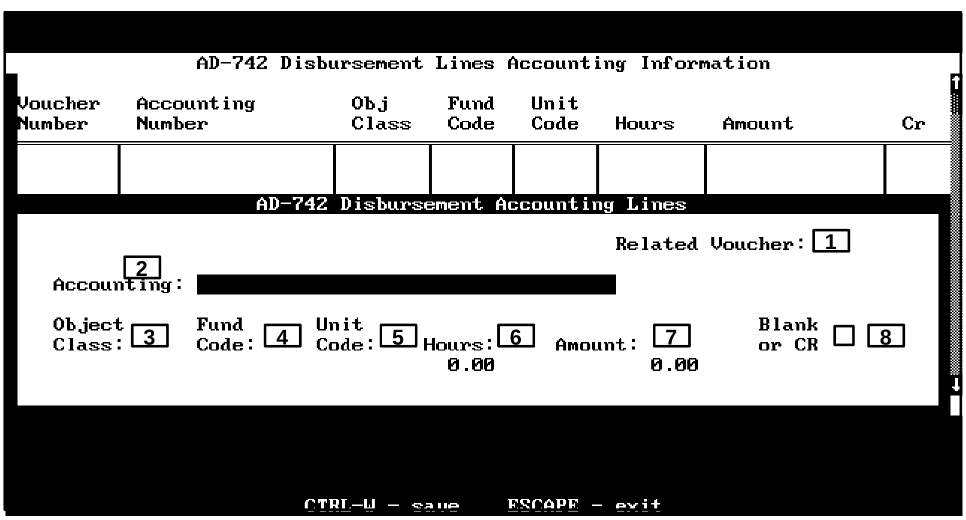


Figure 21. AD–742 Disbursement Accounting Lines Screen

$\boxed{7}$ **Amount** *(required, numeric; max. of 11 positions).* Key in the dollar amount to be charged to the accounting data and press [Enter].

$\boxed{8}$ **Blank or CR** *(conditional, checkbox).* If the amount is a credit, press the [Space Bar] to mark the box, then press [Enter]. If the amount is not a credit, press [Enter] to skip.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add the disbursements only accounting data, press [Enter].
- To cancel, move to Cancel and press [Enter].
- To add additional accounting lines to the record, repeat this process. **Note:** Do not exceed 99 lines of accounting for each voucher.
- To edit accounting lines on the record, press [Alt + E] or press [Return/Enter].
- To delete accounting lines from the record, press [Delete].
- To return to the AD–742 Transfers And Adjustments for Data Entry screen, press [Esc]

Adding Accounting To A Collections Record. At the **Accounting** function, press [Enter]. If the Entire Document was selected, press [Enter] at Collections. The AD–742 Collection Lines Accounting Information screen with a function menu bar listed at the bottom is displayed. Press [Alt + A] or [Insert] to display the AD–742 Collection Accounting Lines screen (**Figure 22**). Complete the fields as follows:

$\boxed{1}$ **Related Voucher** *(no-entry).* This field is system generated.

$\boxed{2}$ **Accounting** *(required, alphanumeric; max. of 35 positions).* Key in the accounting code that was previously entered in the accounting table by Level 2 or Level 3 users. If invalid or no data is entered, press [Enter] to display the ACTG CLASS pop-up screen. Press [↓] or [↑] to locate the applicable code. Point and shoot the applicable accounting code to the field.

$\boxed{3}$ **Local Option** *(for ARS use only, optional, alphanumeric; 4 positions).* If the agency is ARS, key in the local option code or press [Enter] to skip.

$\boxed{4}$ **Trans Code** *(required, numeric; 1 position.)* Press [→] to display the TRANS CODE pop-up screen. Press [↓] or [↑] to locate the applicable code. For example, 0 (if the transfer covers revenue), 1 (if the transfer covers a refund), or 2 (if the transfer covers a reimbursement for services performed or supplies furnished). **Note:** If the transaction code is 0, the object class code must begin with 01. If the transaction code is 2, the object class code must begin with 02. Point and shoot the selected code to the Trans Code field.

$\boxed{5}$ **Object Class** *(required, alphanumeric; 4 positions).* Key in the budget object classification code that was previously entered in the accounting table by Level 2 or Level 3 users. If invalid or no data is entered, press [Enter] to display the OBJ CLASS pop-up screen. Press [↓] or [↑] to locate the applicable object class code. Point and shoot the applicable code to the field.

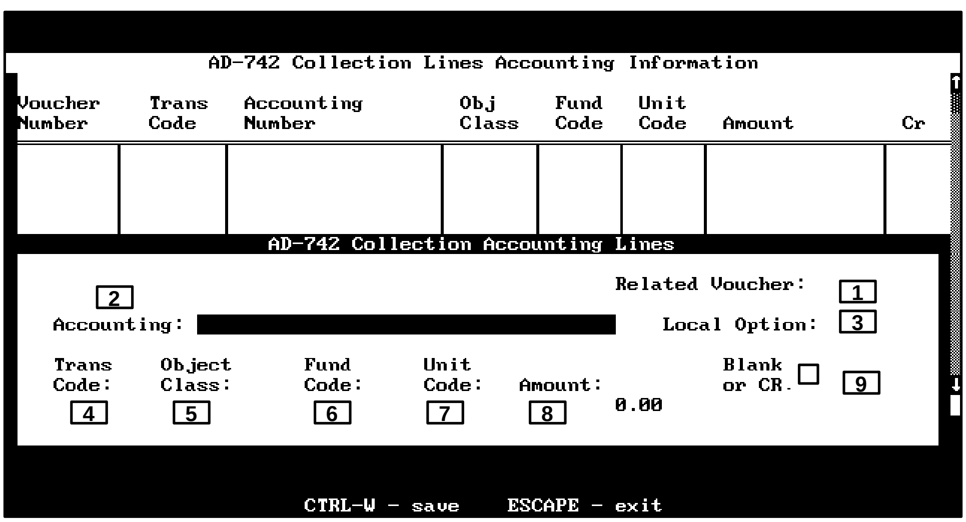


Figure 22. AD–742 Collection Accounting Lines Screen

6 **Fund Code** *(conditional, alphanumeric; 2 positions).* If ***88*** was keyed in the fund code field on the AD–742 Transfers And Adjustments For Data Entry screen, key in the fund code that relates to the accounting code.

7 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric; 2 positions).* If a Forest Service fund code was keyed in the previous field, key in the applicable unit code. If a Rural Development fund code was keyed in the previous field, key in the applicable state code.

8 **Amount** *(required, numeric; max. of 11 positions).* Key in the dollar amount to be charged to the accounting data.

9 **Blank or CR** *(conditional, checkbox).* If the amount is a credit, press the [Space Bar] to mark the box, then press [Enter]. If the amount is not a credit, press [Enter] to skip.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add the collections only accounting data, press [Enter].

- To cancel, move to Cancel and press [Enter].

- To add additional accounting lines to the record, repeat this process. **Note:** Do not exceed 99 lines of accounting for each voucher.

- To edit accounting lines on the record, press [Alt + E] or press [Return/Enter].

- To delete accounting lines from the record, press [Delete].

- To return to the AD–742 Transfers and Adjustments screen, press [Esc].

Adding Accounting Data To An Entire Document. At the AD–742 Transfers And Adjustments For Data Entry screen, move to the **Accounting** function and press [Enter]. The Accounting submenu containing the Disbursements and Collections options is displayed. Complete the referenced fields according to the instructions for **Adding Accounting To A Disbursements Record** and **Adding Accounting To A Collections Record**.

Editing An AD–742. At the AD–742 Transfers And Adjustments For Data Entry screen, press [→] to move to the Edit function. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the AD–742 Transfers And Adjustments For Data Entry screen, with the selected payment record displayed, press [Enter]. Key in the correct data and press [Ctrl + W]. The message *Write the changes to disk?...Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].

- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting An AD–742. At the AD–742 Transfers And Adjustments For Data Entry screen, move to Browse and press [Enter]. The AD–742 table screen is displayed. Press [↓], [↑], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The AD–742 record is displayed.

- To delete a record, press [Delete]. The message *Delete this record? Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing An AD–742**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing An AD–742. At the AD–742 Transfers and Adjustments For Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the start at data. Press [Enter] to move to Stop At. Key in the stop at data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

☐ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- Press [Esc] to return to the AD-742 Transfers and Adjustments For Data Entry screen.

Packing An AD–742. At the AD–742 Transfers And Adjustments For Data Entry screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].
- To cancel, move to Cancel and press [Enter].

Utilities

At the option menu bar (**Figure 6**), move the cursor to Utilities and press [Enter]. A pull-down menu (**Figure 23**) containing the following six options is displayed.

Reindex Files. Used to fix damaged index files without resorting to restoration from backup (which usually causes loss of some data). **Note:** Damaged index files appear in subtle ways, usually by finding incorrect matches. For example; data on entry screens is mismatched. This function completely rebuilds all data file and table indexes.

Pack All Files. Used to permanently remove all AD–757 and AD–742 records previously marked for physical deletion.

Backup Files. Used to create a duplicate of data on the software in the event the original files are lost or damaged.

Restore Files. Used to recover data in files that were damaged through intentional or unintentional abend. **Note:** Data entered since the last backup is permanently lost**.**

View Text File. Used to view any transmit text file.

File Services. Used to add, browse, find, print, and pack previously obligated documents.

Reindexing Files. At the Utilities pull-down menu, move to Reindex Files. Press [Enter] to automatically reindex all files. When the indexes are rebuilt, the Utilities pull-down menu is displayed.

Packing All Files. At the Utilities pull-down menu, move to Pack All Files. Press [Enter] to display the message *Permanently remove all records marked for deletion? Ok Cancel* with *Ok* highlighted.

- To delete all files marked for deletion, press [Enter]. The process is complete when the message *All records marked for deletion have been removed Okay* is displayed. Press [Enter] to complete the process and return to the Utilities pull-down menu.
- To cancel the pack process, move to Cancel and press [Enter].

Backing Up Files. At the Utilities pull-down menu, move to Backup Files. Press [Enter] to display the PC–MISC Backup Procedure screen.

To initiate the backup process, insert a disk into the disk drive of your PC and press [Ctrl + W]. Follow the on-screen instructions. When the backup process is completed, the message *Backup is complete Press any key to return to PC–MISC Utilities* is displayed at the bottom of the screen. Press any key to return to the Utilities pull-down menu.

Restoring Files. At the Utilities pull-down menu, move to Restore Files. Press [Enter] to display the PC–MISC Restore Procedure screen.

To initiate the restore process, insert the disk containing the data to be restored into the disk drive of your PC and press [Ctrl + W]. Follow the on-screen instructions. When the restore process is complete, the message *Restore is complete Press any key to return to PC–MISC Utilities* is displayed at the bottom of the screen. Press any key to return to the Utilities pull-down menu.

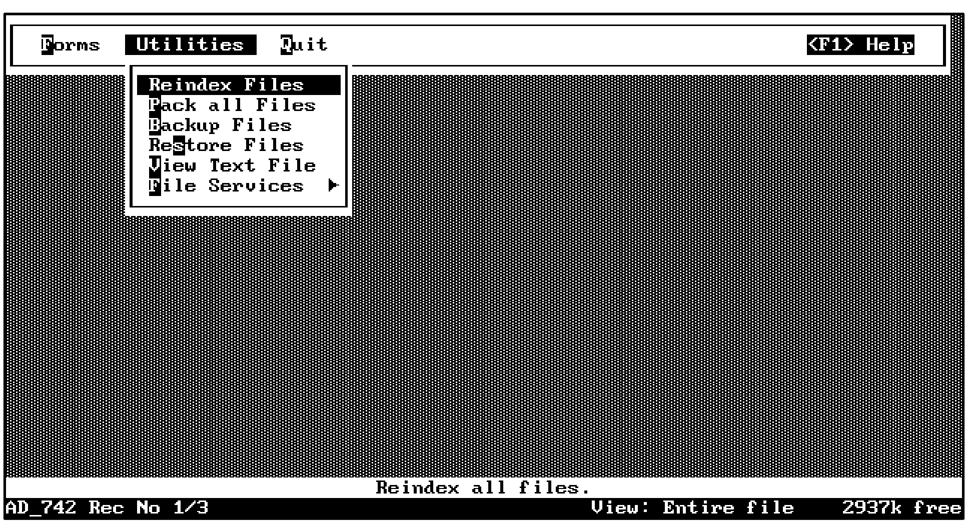


Figure 23. Utilities Pull-Down Menu

Viewing Text Files. At the Utilities pull-down menu, move to View Text File. Press [Enter] to display the message *File To View...* Key in the drive, directory, and the name of the file in the File to View box. Press [Enter] to display the text file.

If the file is not available, the message *A: XXXX not in the current path Okay* is displayed with *Ok* highlighted. Press [Enter] to return to the Utilities pull-down menu.

Using File Services. At the Utilities pull-down menu, move to File Services. Press [Enter] to display Add Reference 24Es. Press [Enter] to display the Obligation Reference File screen with a function menu bar listed at the top of the screen.

Move the cursor to the applicable function and press [Enter], or key in the first letter of the option name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a new record.

Browse. Used to view or delete records.

Print. Used to print records.

Pack. Used to permanently remove records marked for deletion.

The following are instructions for using these functions:

Adding An Obligation Reference File For Agencies Other Than The Agricultural Research Service. At the Obligation Reference File screen (**Figure 24**), move to the Add function and press [Enter]. Complete the following fields:

1 **Reference Voucher** *(required, numeric; 4 positions)*. Key in the reference voucher number. The ***N*** in the last position of the reference voucher number is automatically displayed.

2 **Payee Data (Vendor File, Manual Entry),** *(required, button)*. Move to either Vendor File or Manual Entry and press the [Space Bar] to highlight the corresponding button. Press [Enter] to move to the next field.

3 **Vendor Number** *(required, alphanumeric; 4 positions)*. Key in the vendor number.

If you do not know the vendor number, press [Enter] to display the VENDORS pop-up screen. This screen is also displayed when an invalid vendor number is entered. Press [↓] or [↑] to locate the applicable vendor number. Point and shoot the selected number to the field. The cursor moves to the next field.

4 **Payee Name** *(no-entry)*. This field is generated from the vendor number.

5 **Address 1** *(no-entry)*. This field is generated from the vendor number.

6 **Address 2** *(no-entry)*. This field is generated from the vendor number.

7 **City** *(no-entry)*. This field is generated from the vendor number.

8 **State** *(no-entry)*. This field is generated from the vendor number.

9 **ZIP** *(no-entry)*. This field is generated from the vendor number.

10 **Starting Voucher Amount** *(required, numeric; max. of 13 positions)*. Key in the starting voucher amount.

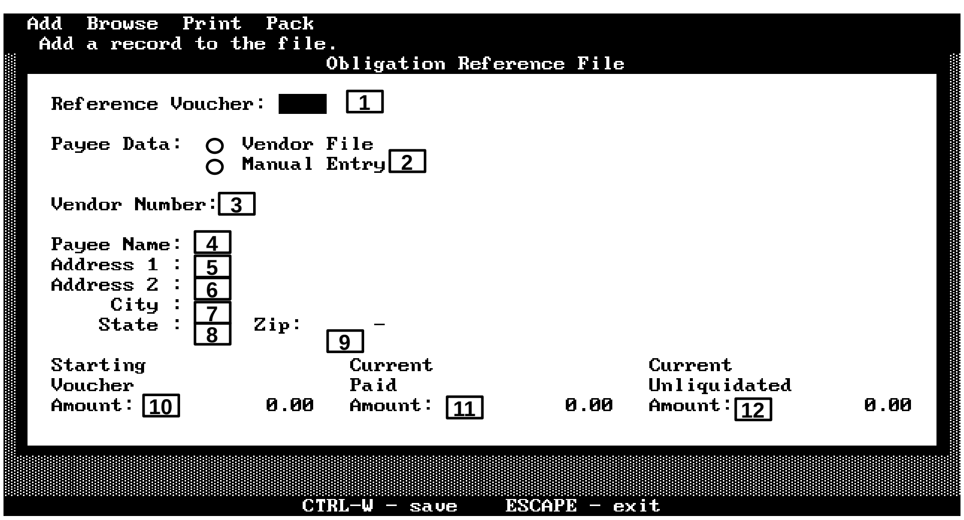


Figure 24. Obligation Reference File Screen

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add the record, press [Enter].
- To cancel, move to Cancel and press [Enter].

11 **Current Paid Amount** *(no-entry).* This field is system generated.

12 **Current Unliquidated Amount** *(no-entry).* This field is system generated.

Adding An Obligation Reference File For The Agricultural Research Service. At the Obligation Reference File screen (**Figure 25**), move to the Add function and press [Enter]. Complete the following fields:

1 **Agreement Number** *(required, alphanumeric; max. of 15 positions)* Key in the agreement number.

If you do not know the agreement number, press [Enter] to display the AGREEMENTS pop-up screen. This screen is also displayed when an invalid agreement number is entered. Press [↓] or [↑] to locate the applicable agreement number. Point and shoot the selected number to the field.

2 **Payee Name** *(no-entry).* The payee number is generated from the agreement number.

3 **Address 1** *(no-entry).* The address is generated from the agreement number.

4 **Address 2** *(no-entry).* The address is generated from the agreement number.

5 **City** *(no-entry).* The city is generated from the agreement number.

6 **State** *(no-entry).* The state is generated from the agreement number.

7 **ZIP** *(no-entry).* The ZIP code is generated from the agreement number.

8 **Agreement Amount** *(required, numeric; max. of 13 positions).* Key in the dollar value of the agreement.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add the record, press [Enter].
- To cancel, move to Cancel and press [Enter].

9 **Current Paid Amount** *(no-entry).* The current paid amount is system generated.

10 **Current Unliquidated Amount** *(no-entry).* The current unliquidated amount is system generated.

Browsing Or Deleting Records. At the Obligation Reference File screen, move to Browse and press [Enter]. If the agency is the Agricultural Research Service (ARS), the ARSOBGREF table screen is displayed. If the agency is not ARS, the OBLIGREF table screen is displayed. Press [↓], [↑], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The obligation reference record is displayed.
- To delete a record, press [Delete]. The message *Delete this record? Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Records**.
- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

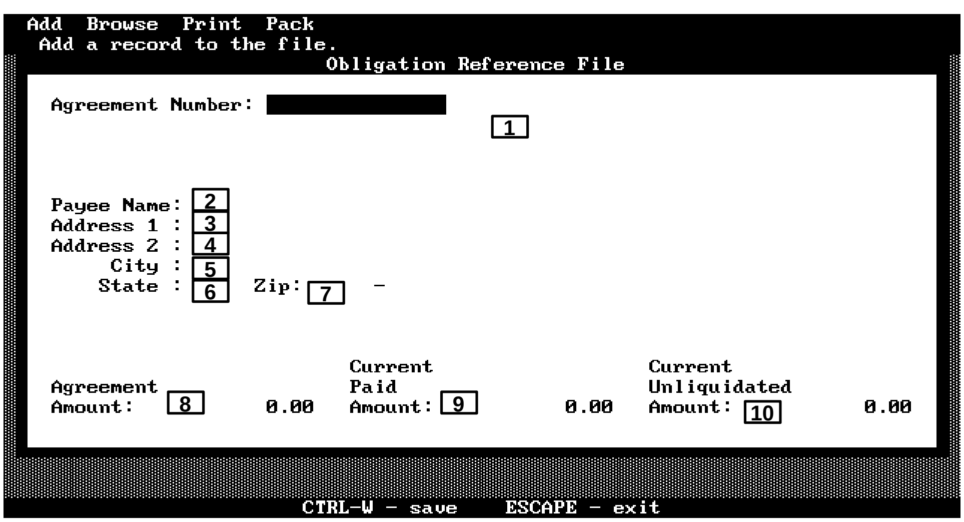


Figure 25. Obligation Reference File Screen (for ARS only)

- To cancel the delete function, move to Cancel and press [Enter].

Printing Records. At the Obligation Reference File screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query menu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the start at data. Press [Enter] to move to Stop At. Key in the stop at data. Press [Enter] to move to the Query Spec Status field. Select either Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

□ At Report Name, move the cursor to *Go!* and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to *Cance*l. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- Press [Esc] to return to the Obligation Reference File screen.

Packing Records. At the Obligation Reference File screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to *Cancel* and press [Enter].

Access Level 2

Access Level 2 allows the user to perform general system maintenance, select and maintain tables, and create transmit file(s) of AD–757 and AD–742 records.

Note: *AD–757 and AD–742 data entry is not allowed in Access Level 2*.

PC–MISC Main Menu *(Access Level 2)*

After you access PC–MISC, the option menu bar (**Figure 26** *for the Agricultural Research Service (ARS), or* **Figure 27** *for agencies other than ARS*) is displayed listing the following options:

1 **Review.** (*applicable to the Agricultural Research Service (ARS) only.*) Used by ARS personnel with Access Level 2 and Access Level 3 authority to review AD–757 and AD–742 documents entered by ARS Access Level 1 users. **Note:** The Review option is displayed on the PC–MISC option menu bar for ARS Access Level 2 and Access Level 3 users only.

2 **Utilities.** Used to reindex files, pack all files, backup files, restore files, view text files, and utilize file services (Add Reference 24E's). **Note:** Instructions for using this option are located in Access Level 1**.**

3 **Tables.** Used to maintain validation and address tables.

4 **Xmit.** Used to create transmit file(s) of AD–757 and AD–742 records.

5 **Quit.** Used to exit the system.

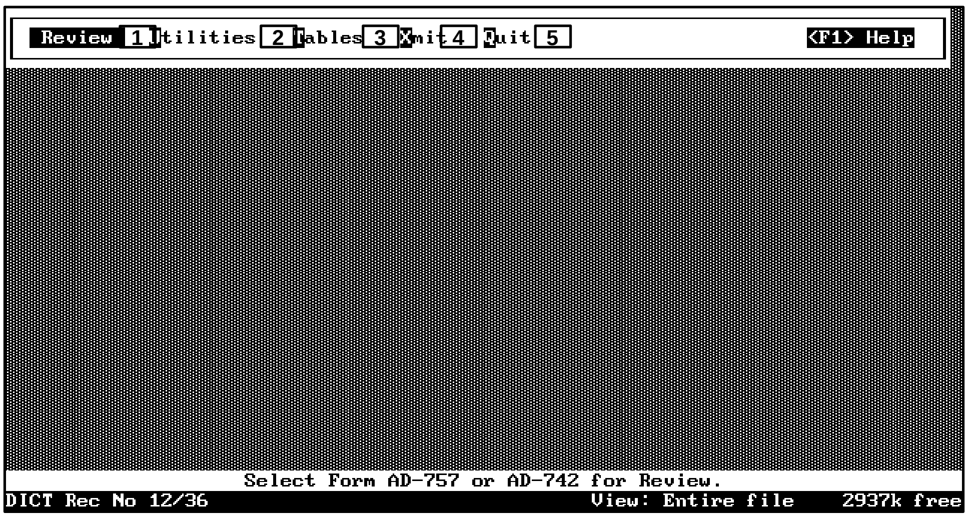


Figure 26. PC–MISC Main Menu Bar for ARS *(Access Level 2)*

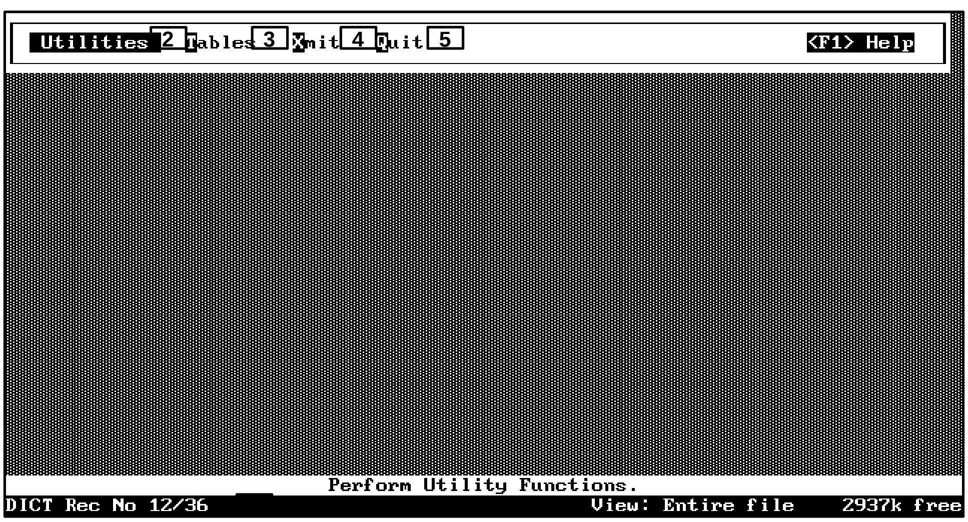


Figure 27. PC-MISC Main Menu Bar for non-ARS agencies *(Access Level 2)*

Review (applicable to the Agricultural Research Service (ARS) only)

This option allows ARS personnel with Access Level 2 or Access Level 3 authority to review AD–757 and AD–742 documents entered by ARS Access Level 1 users. To select the Review option, move to Review. Press [Enter] to display the Review pull-down menu (**Figure 28**) listing the AD–757 and AD–742 options.

AD–757 (Access Level 2)

This is the first option on the Review pull-down menu (**Figure 28**). It is used by ARS personnel with Access Level 2 or Level 3 authority to browse and/or print AD–757 records.

At the AD–757 option, press [Enter]. A submenu with the following options is displayed:

Obligations Only. Used to review obligation data.

Payments. Used to review payment data.

Non-Expend Tfrs & Adjustments. Used to review non-expenditure transfer and adjustment information.

Recording Foreign Transactions. Used to review foreign payment information.

The following pages provide instructions for using each option:

Obligations Only (Access Level 2)

This option is listed first on the AD–757 submenu. Move to Obligations Only and press [Enter]. The Obligations Only Data Entry screen (**Figure 29**) with a function menu bar listed at the top of the screen is displayed.

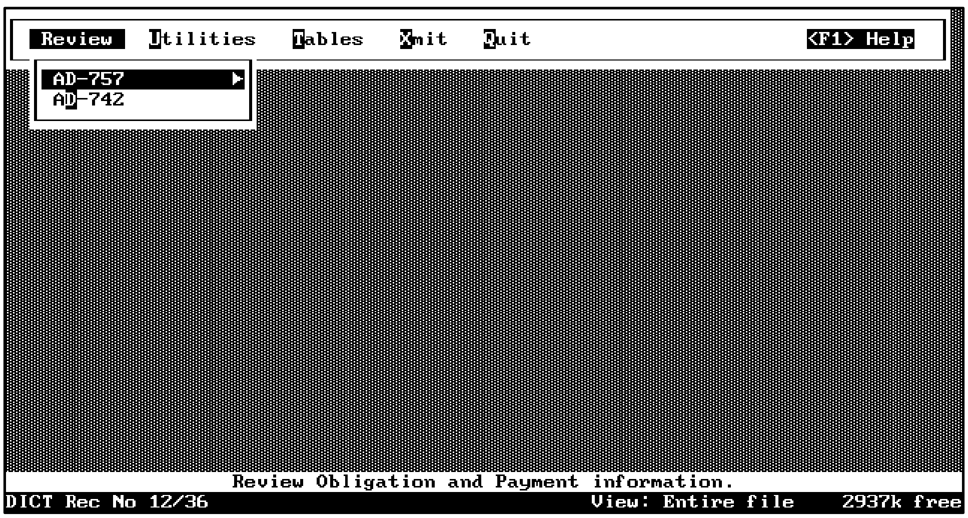


Figure 28. Review Pull-Down Menu

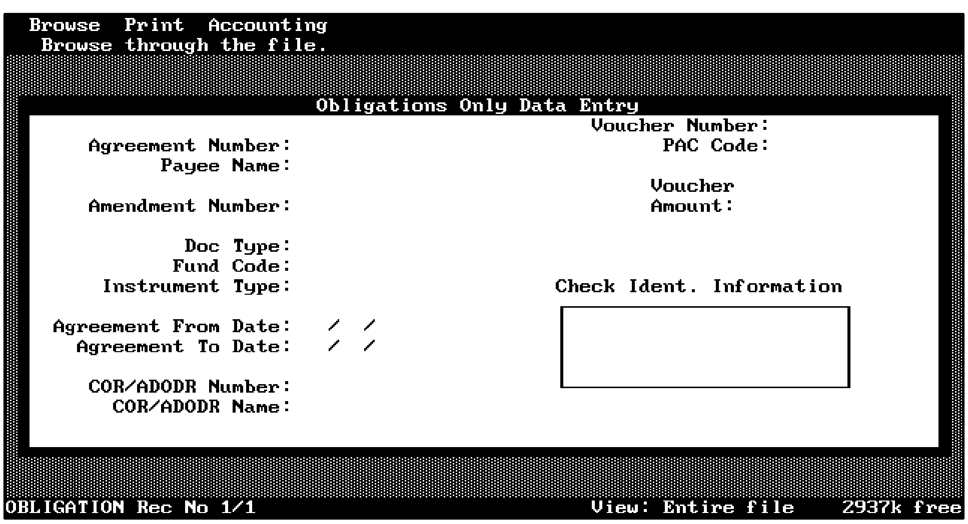


Figure 29. Obligations Only Data Entry Screen

Move to the applicable function and press [Enter], or key the first letter of the selected function; e.g., ***B*** (Browse).

Below is a brief description of each function:

Browse. Used to view records.

Print. Used to print records.

Accounting. Used to view accounting data, object classification, and amount for a selected record.

The following are instructions for using these functions:

Browsing Obligations. At the Obligations Only Data Entry screen (**Figure 29**), move to Browse and press [Enter]. The OBLIGATION table screen is displayed. Press [↑], [↓], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The obligation record is displayed.

Printing Obligations. At the Obligations Only Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- To return to the Obligations Only Data Entry screen, press [Esc] .

Viewing Accounting For Obligations. At the Accounting function, press [Enter]. The Obligations Accounting Information screen (**Figure 30**) is displayed.

To return to the Obligations Only Data Entry screen, press [Esc]. If the document contains no errors, the message *No Errors Found. Press any key* is displayed. Press any key to continue. If the document contains errors, the message *Document Contains Errors* is displayed.

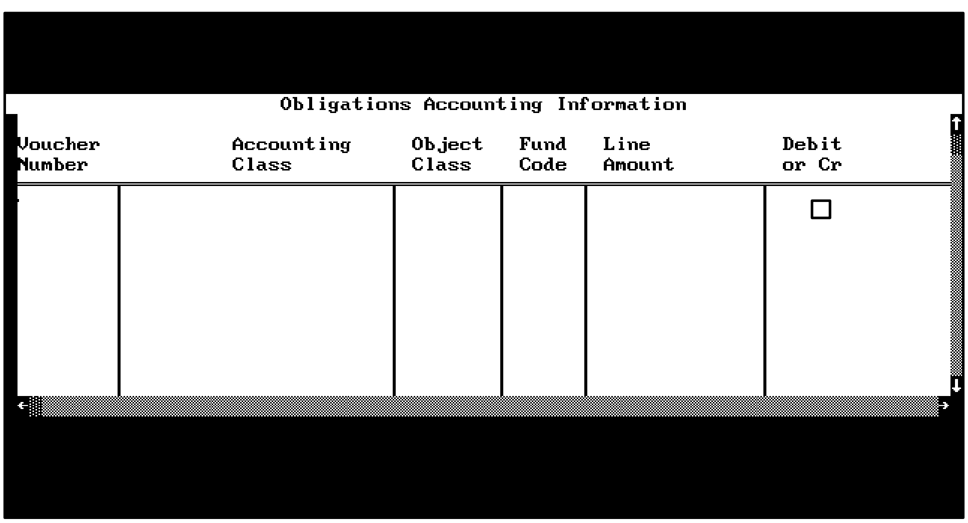


Figure 30. Obligations Accounting Information Screen

Payments (Access Level 2)

This option is listed second on the AD–757 submenu. Move to Payments and press [Enter]. The Payments Data Entry screen (**Figure 31**) with a function menu bar listed at the top of the screen is displayed.

Move to the applicable function and press [Enter], or key the first letter of the selected function; e.g., ***B*** (Browse).

Below is a brief description of each function:

Browse. Used to view records.

Print. Used to print records.

Accounting. Used to view accounting data, object classification, and amount for a selected record.

The following are instructions for using these functions:

Browsing Payments. At the Payments Data Entry screen (**Figure 31**), move to Browse and press [Enter]. The PAYMENTS table screen is displayed. Press [↑], [↓], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The payment record is displayed.

Printing Payments. At the Payments Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- To return to the Payments Data Entry screen, press [Esc] .

Viewing Accounting For Payments. At the Accounting function, press [Enter]. The Payments Accounting Information screen (**Figure 32**) is displayed.

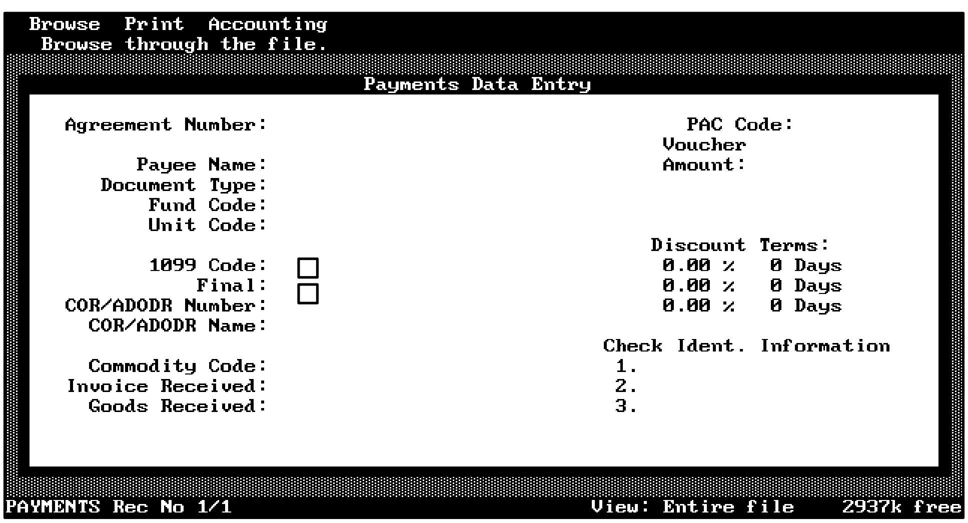


Figure 31. Payments Data Entry Screen

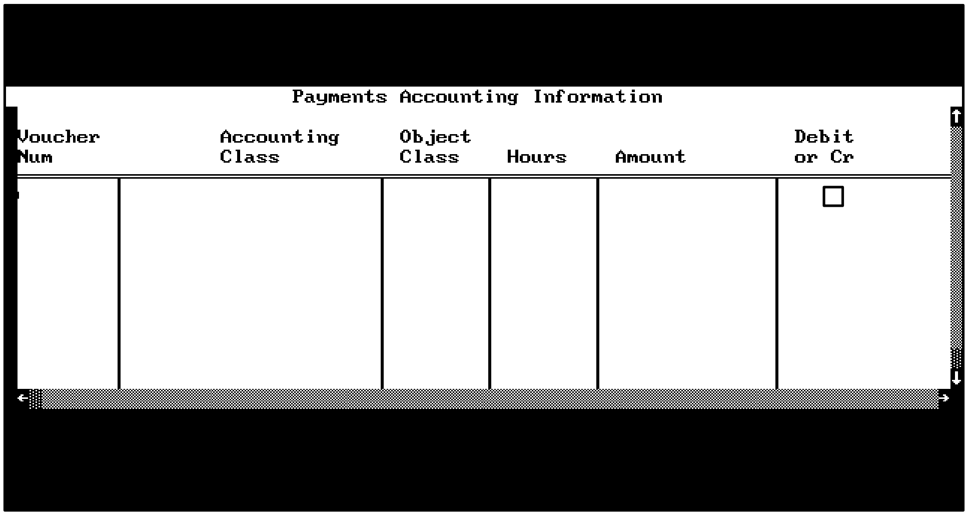


Figure 32. Payments Accounting Information Screen

• To return to the Payments Data Entry screen, press [Esc]. If the document contains no errors, the message *No Errors Found. Press any key* is displayed. Press any key to continue. If the document contains errors, the message *Document Contains Errors* is displayed.

Non-Expend Tfrs & Adjustments (Access Level 2)

This option is listed third on the AD–757 submenu. Move to Non-Expend Tfrs & Adjustments and press [Enter]. The Non-Expenditure Transfers Data Entry screen (**Figure 33**) with a function menu bar listed at the top of the screen is displayed.

Move to the applicable function and press [Enter], or key the first letter of the selected function; e.g., ***B*** (Browse).

Below is a brief description of each function:

Browse. Used to view records.

Print. Used to print records.

Accounting. Used to view accounting data, object classification, and amount for selected a record.

The following are instructions for using these functions:

Browsing Non-Expenditure Transfers And Adjustments. At the Non-Expenditure Transfers Data Entry screen (**Figure 33**), move to Browse and press [Enter]. The NONEXPND table screen is displayed. Press [↑], [↓], [→], and [←] to view the entire table screen.

• To view a record, move to the selected record and press [Enter]. The non-expenditure transfers and adjustments record is displayed.

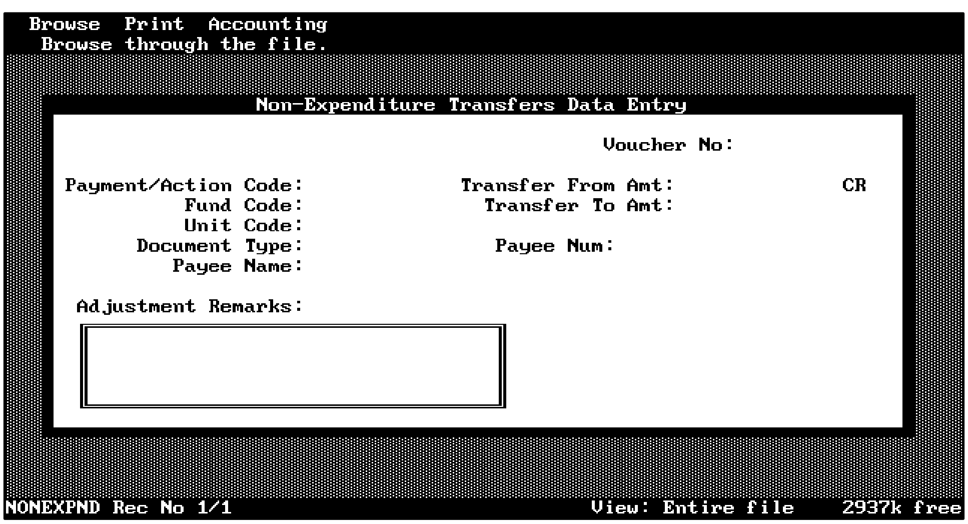


Figure 33. Non-Expenditure Transfers Data Entry Screen

Printing Non-Expenditure Transfers And Adjustments. At the Non-Expenditure Transfers Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

• To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

• To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

• To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

• To return to the Non-Expenditure Transfers Data Entry screen, press [Esc] .

Viewing Accounting For Non-Expenditure Transfers And Adjustments. At the Accounting function, press [Enter]. The Accounting function submenu containing the Transfer From (CR) and Transfer To options is displayed. **Note:** The Transfer From (CR) option is highlighted.

• To select Transfer From (CR), press [Enter]. The Non-Expenditure Transfers From Account Accounting Information screen (**Figure 34**) is displayed.

• To select Transfer To, move to Transfer To and press [Enter]. The Non-Expenditure Transfers To Account Accounting Information screen (**Figure 35**) is displayed.

• To return to the Non-Expenditure Transfers Data Entry screen, press [Esc]. If the document contains no errors, the message *No Errors Found. Press any key* is displayed. Press any key to continue. If the document contains errors, the message *Document Contains Errors* is displayed.

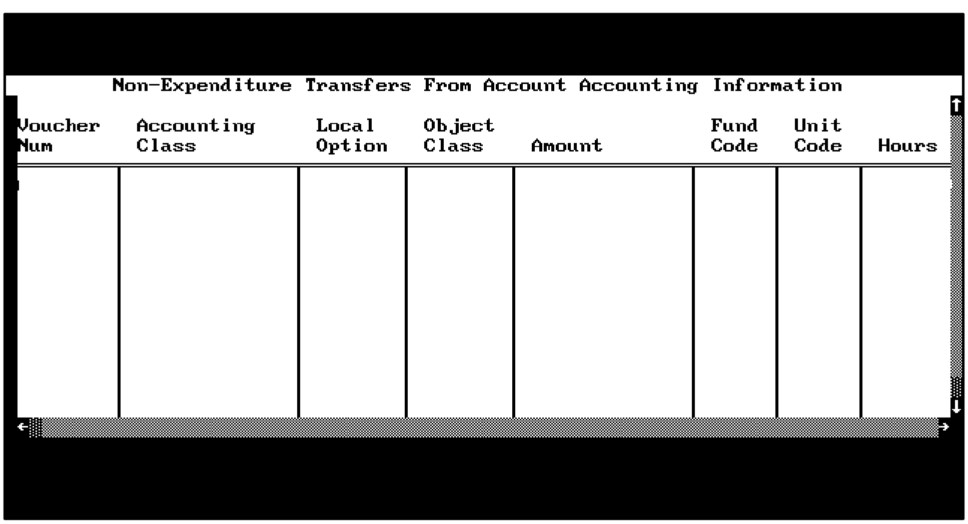


Figure 34. Non-Expenditure Transfers From Account Accounting Information Screen

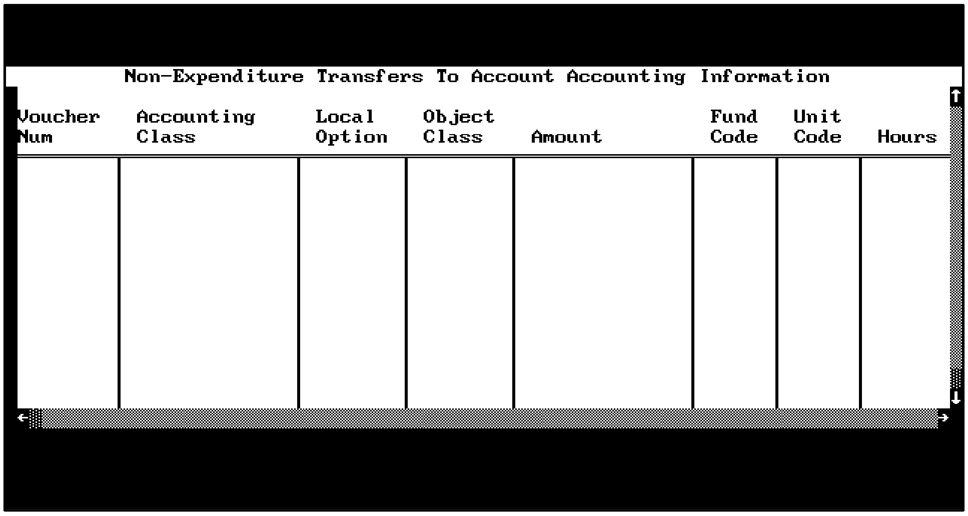


Figure 35. Non-Expenditure Transfers To Account Accounting Information Screen

Recording Foreign Transactions (Access Level 2)

This option is listed fourth on the AD–757 submenu. Move to Recording Foreign Transactions and press [Enter]. The Recording Foreign Transactions Data Entry screen (**Figure 36**) with a function menu bar listed at the top of the screen is displayed.

Move to the applicable function and press [Enter], or key the first letter of the selected function; e.g., ***B*** (Browse).

Below is a brief description of each function:

Browse. Used to view records.

Print. Used to print records.

Accounting. Used to view accounting data, object classification, and amount for a selected record.

The following are instructions for using these functions:

Browsing Foreign Transactions. At the Recording Foreign Transactions Data Entry screen (**Figure 36**), move to Browse and press [Enter]. The FRGNPMTS table screen is displayed. Press [↑], [↓], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The foreign payment record is displayed.

Printing Foreign Transactions. At the Recording Foreign Transactions Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

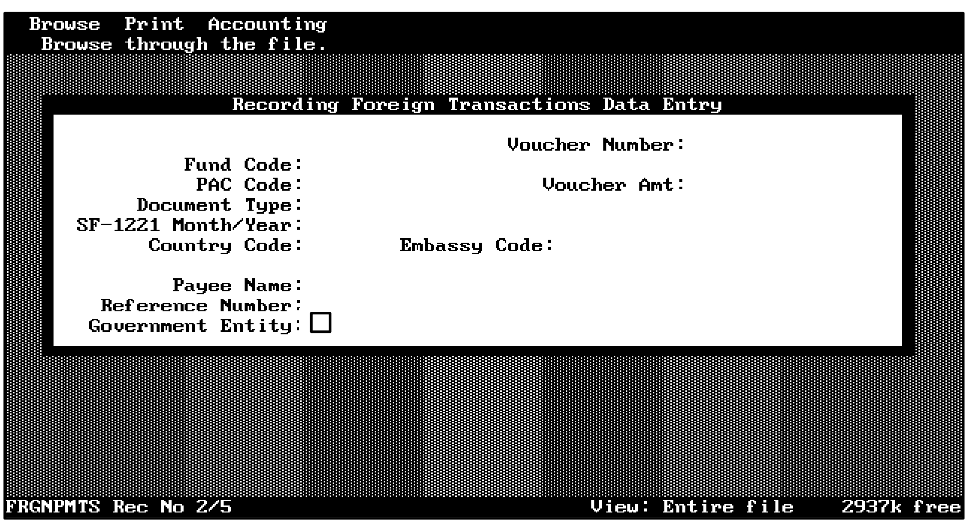


Figure 36. Recording Foreign Transactions Data Entry Screen

• To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

• To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

• To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

• To return to the Recording Foreign Transactions Data Entry screen, press [Esc] .

Viewing Accounting For Foreign Transactions. At the Accounting function, press [Enter]. The Recording Foreign Payments Accounting Information screen **(Figure 37)** is displayed.

• To return to the Recording Foreign Transactions Data Entry screen, press [Esc]. If the document contains no errors, the message *No Errors Found. Press any key* is displayed. Press any key to continue. If the document contains errors, the message *Document Contains Errors* is displayed.

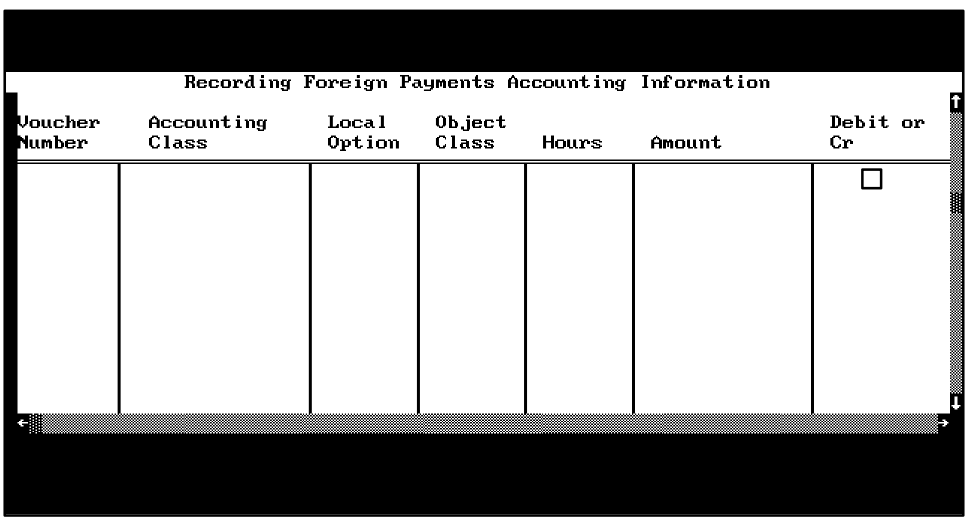


Figure 37. Recording Foreign Payments Accounting Information Screen

AD–742 (Access Level 2)

This option is listed second on the Review pull-down menu (**Figure 28**). It is used by ARS personnel with Level 2 or Level 3 authority to browse and/or print AD–742 records.

At the AD–742 option, press [Enter]. The AD– 742 Transfers and Adjustments for Data Entry screen (**Figure 38**) with a function menu bar listed at the top of the screen is displayed.

Move the cursor to the applicable function and press [Enter], or enter the first letter of the selected function name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Browse. Used to view records.

Print. Used to print records.

Accounting. Used to view accounting data, object classification, and amount for a selected record.

The following are instructions for using these functions:

Browsing An AD–742. At the AD–742 Transfers and Adjustments for Data Entry screen (**Figure 38**), move to Browse and press [Enter]. The AD–742 table screen is displayed. Press [↑], [↓], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The AD–742 record is displayed.

Printing An AD–742. At the AD–742 Transfers and Adjustments for Data Entry screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

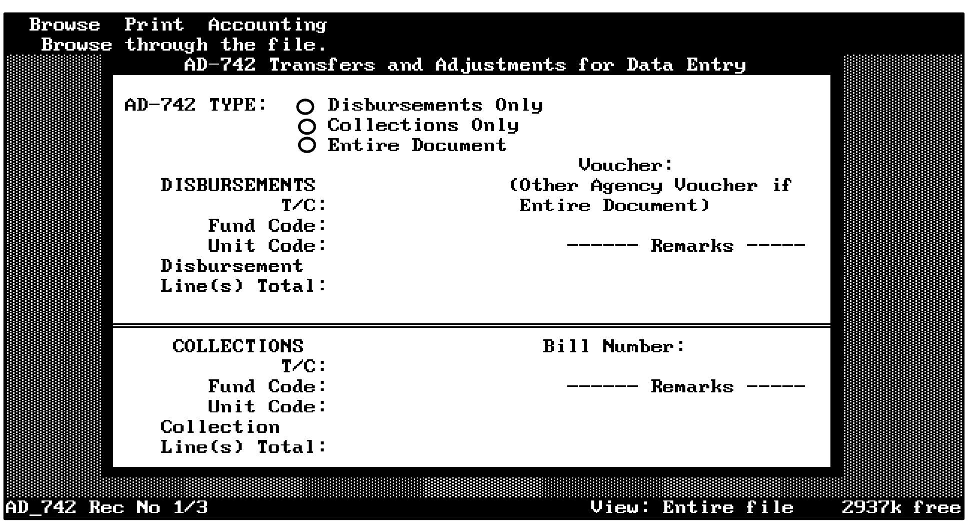
- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- To return to the AD–742 Transfers and Adjustments for Data Entry screen, press [Esc] .


Browse Print Accounting
Browse through the file.
AD-742 Transfers and Adjustments for Data Entry

AD-742 TYPE: ○ Disbursements Only
○ Collections Only
○ Entire Document

DISBURSEMENTS
T/C:
Fund Code:
Unit Code:
Disbursement
Line(s) Total:

Voucher:
(Other Agency Voucher if
Entire Document)
------ Remarks -----

COLLECTIONS
T/C:
Fund Code:
Unit Code:
Collection
Line(s) Total:

Bill Number:
------ Remarks -----

AD_742 Rec No 1/3 View: Entire file 2937k free

Figure 38. AD–742 Transfers and Adjustments for Data Entry Screen

Viewing Accounting For An AD–742. At the Accounting function, press [Enter]. The Accounting sub-menu containing Disbursements and Collections is displayed. **Note:** The Disbursements option is highlighted.

- To view a disbursement accounting record, press [Enter]. The AD–742 Disbursement Lines Accounting Information screen (**Figure 39**) is displayed.

- To view a collection accounting record, move to Collections and press [Enter]. The AD–742 Collection Lines Accounting Information screen (**Figure 40**) is displayed.

- To return to the AD–742 Transfers and Adjustments for Data Entry screen, press [Esc]. If the document contains no errors, the message *No Errors Found. Press any key* is displayed. Press any key to continue. If the document contains errors, the message *Document Contains Errors* is displayed.

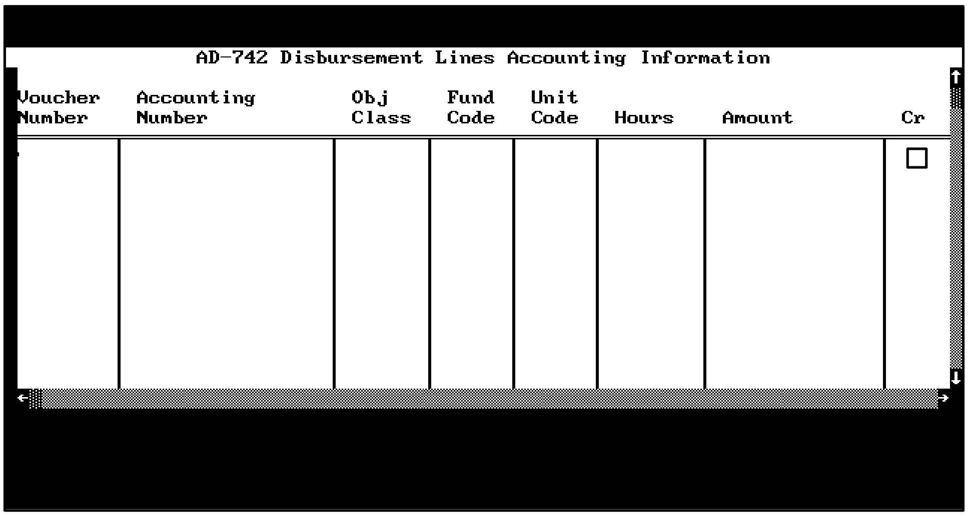


Figure 39. AD–742 Disbursement Lines Accounting Information Screen

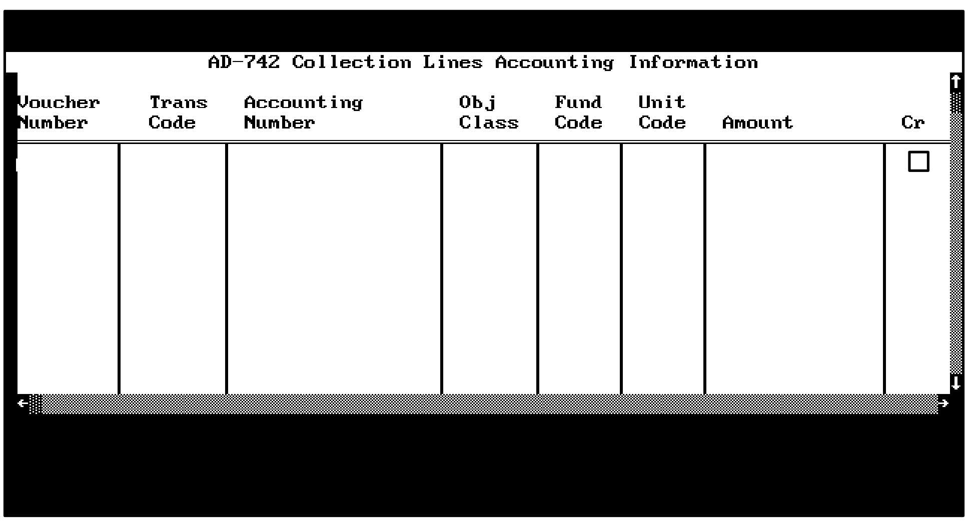


Figure 40. AD–742 Collection Lines Accounting Information Screen

Tables

This option is used to maintain nine PC–MISC tables used to validate and edit AD–742 and AD–757 data entered by Level 1 users. For this reason, it is very important that you maintain table entries to ensure accuracy. This includes updating the tables immediately when changes occur. Inaccurate data results in documents rejecting to suspense during Miscellaneous Payments System mainframe processing at NFC. These errors will ultimately increase processing costs.

To select the Tables option, move the cursor to Tables. Press [Enter] to display the Tables pull-down menu (**Figure 41**) listing nine tables.

Note: The Address and Accounting Files tables contain no data. Level 2 or Level 3 users must enter data before Level 1 users can key in AD–742 and AD–757 data. (See **Vendors And Contracting Officers** under **Address Files** for instructions on establishing a vendor address file and a contracting officer address file.)

The other tables contain valid codes provided by the program and are updated/changed only by individuals with Access Level 2 or Access Level 3 authority.

The following pages provide instructions for using each table:

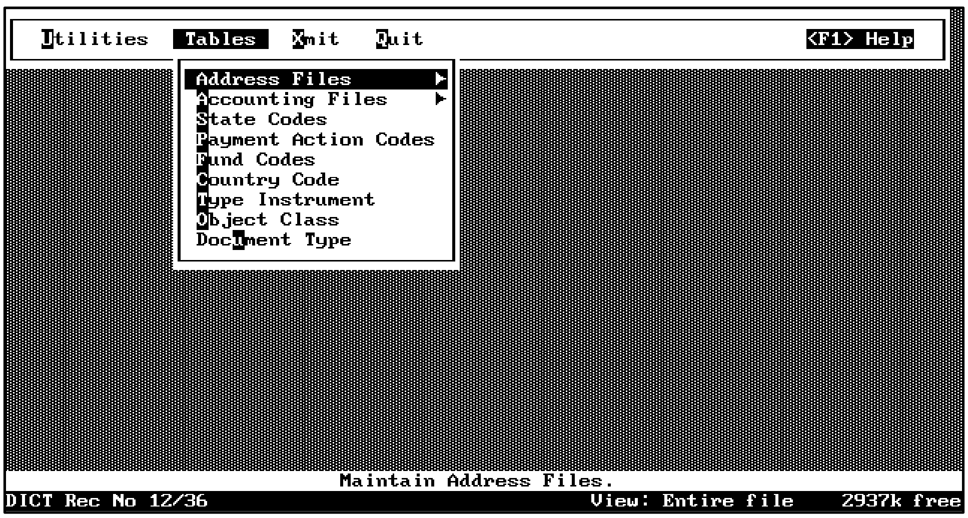


Figure 41. Tables Pull-Down Menu

Address Files

This is the first option on the Tables pull-down menu. Move to Address Files and press [Enter]. The Address Files submenu (**Figure 42**) is displayed listing the Vendors and Contracting Officers options.

Vendors

Move to Vendors and press [Enter]. The Vendor Addresses screen (**Figure 43**) with a function bar at the top of the screen is displayed.

To select a function, move to the applicable function and press [Enter], or key in the first letter of the function name; e.g., ***B*** (Browse).

Below is brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

Agreements. (for ARS use only.) Used to view agreements related to this record.

Use these functions as follows:

Adding Vendor Addresses. At the Vendor Addresses screen (**Figure 43**), with the cursor at the Add function, press [Enter]. The cursor moves to Vendor Number.

1 **Vendor Number** *(required, alphanumeric; 4 positions).* Key in the new vendor number. **Note:** Each vendor number must be unique, the system will not accept numbers that have been previously assigned.

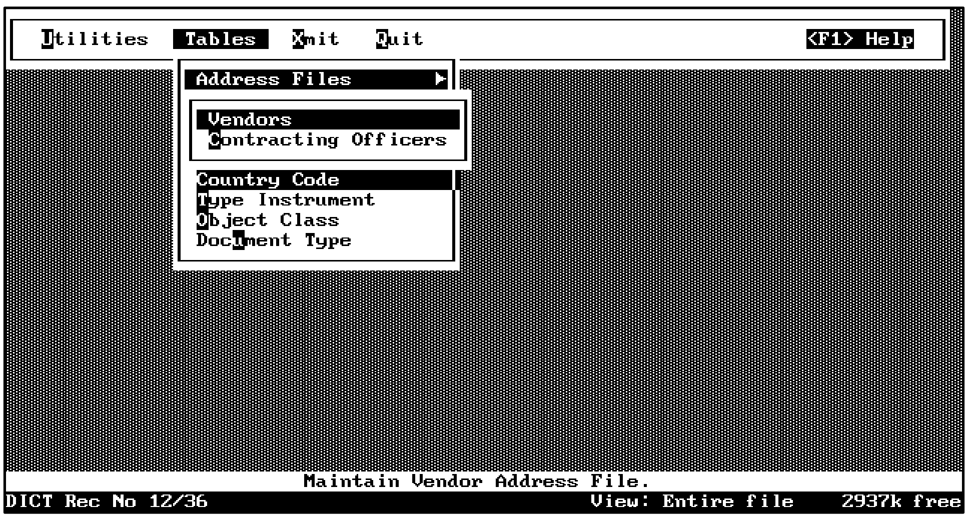


Figure 42. Address Files Submenu

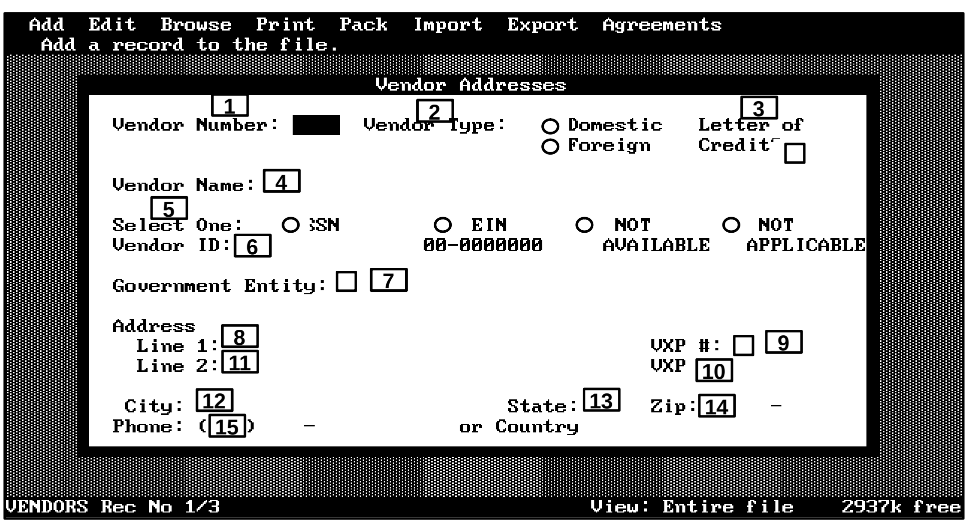


Figure 43. Vendor Addresses Screen

- If the vendor number is valid, the cursor moves to the Vendor Type field.

- If the vendor number is invalid, the message *This value must be unique. The value you entered exists. Please enter another value. Okay* is displayed. Press [Enter].

2 **Vendor Type** *(required, button).* Press [↓] or [↑] to move the cursor to either Domestic or Foreign. Press the [Space Bar] to highlight the corresponding button. Press [Enter] to move to the next field.

3 **Letter of Credit** *(optional, checkbox).* If a letter of credit applies, press the [Space Bar] to check the box. Otherwise, press [Enter].

- If a letter of credit is not required, press [Enter] to skip.

4 **Vendor Name** *(required, alphanumeric; max. of 30 positions).* Key in the payee name as it should appear on the payment check. Press [Enter] to move to the next field.

5 **Select One** *(required, button).* If the vendor is subject to Form 1099 tax reporting to the Internal Revenue Service, move the cursor to either SSN (Social Security Number) or EIN (Employer Identification Number). Press [Space Bar] to highlight the selected button. Press [Enter] to move to the next field.

- If Form 1099 tax reporting information is not available or not applicable, move the cursor to either Not Available or Not Applicable. Press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Government Entity field.

6 **Vendor ID** *(conditional, numeric; 9 positions).* If the SSN or EIN was highlighted, key in the vendor's official taxpayer identification number (TIN) assigned by the Internal Revenue Service.

7 **Government Entity** *(optional, checkbox).* If the payee is a foreign government, press the [Space Bar] to place a check mark in the box displayed next to Government Entity. Press [Enter] to move to the next field.

- If the payee is not a foreign government, leave the box displayed next to Government Entity empty. Press [Enter] to move to the next field.

8 **Address Line 1** *(required, alphanumeric; max. of 30 positions).* Key in the first line of the vendor's address.

9 **VXP#** *(optional, checkbox).* If the vendor is enrolled in the Vendor Express program, press the [Space Bar] to check the box, then move to the next field.

- If the vendor is not enrolled in the Vendor Express Program, move to the next field.

10 **VXP** *(conditional, alphanumeric; 9 positions).* If a check was keyed in the VXP# box, key in the 9-digit vendor express number, then move to the City field. **Note:** For mainframe processing purposes, no entry is allowed in the Address Line 2 field.

- If a check mark was not keyed in the VXP# box, the cursor moves to the next field.

11 **Address Line 2** *(optional, alphanumeric; max. of 30 positions).* If a check was not keyed in the VXP# box, key in line 2 of the vendor's address.

12 **City** *(required, alphanumeric; max. of 20 positions).* Key in the vendor's city.

13 **State or Country** *(required, alphanumeric; 2 positions).* Key in the vendor's country code or state abbreviation location.

- If you do not know the country code or state abbreviation, press [Enter] to display the STATE CODE pop-up screen. Press [↓] or [↑] to locate the applicable state abbreviation or country code. Point and shoot the code to this field.

14 **ZIP** *(required, numeric; 9 positions).* Key in the vendor's ZIP location. The cursor moves to the next field. If the 9-position ZIP code is not used, press [Enter] to move to the next field.

- If the ZIP code is incorrect, the message *Enter a beginning ZIP value Between XXX and XXX Inclusive. Press any key* is displayed. Press any key to return to the ZIP field. Key in the vendor's correct ZIP code.

15 **Phone** *(required, numeric; 10 positions).* Key in the vendor's area code and telephone number.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

Editing Vendor Addresses. At the Vendor Addresses screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Vendor Addresses screen, with the selected vendor address record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].

- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Vendor Addresses. At the Vendor Addresses screen, move to Browse and press [Enter]. The

VENDORS table screen is displayed. Press [↑], [↓], [→], and [←] to view the entire table screen.

• To view a record, move to the selected record and press [Enter]. The vendor address record is displayed.

• To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Vendor Addresses**.

• To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

• To cancel the delete function, move to Cancel and press [Enter].

Printing Vendor Addresses. At the Vendor Addresses screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

• To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

• To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

• To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

• To return to the Vendor Addresses screen, press [Esc].

Packing Vendor Addresses. At the Vendor Addresses screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

• To delete all records marked for deletion, press [Enter].

• To cancel, move to Cancel and press [Enter].

Importing Vendor Addresses. At the Vendor Addresses screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

• To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Vendor Addresses screen.

• To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Vendor Addresses screen.

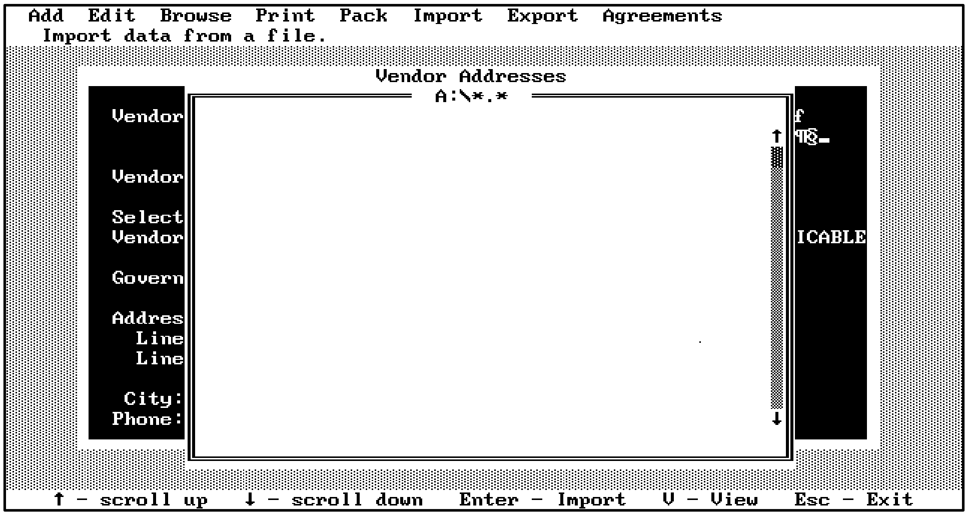


Figure 44. Select A File Screen

• To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Vendor Addresses screen.

Exporting Vendor Addresses. To export vendor address files, insert the diskette that will receive file data into the drive of your PC. At the Vendor Addresses screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

☐ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

☐ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

☐ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

☐ At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

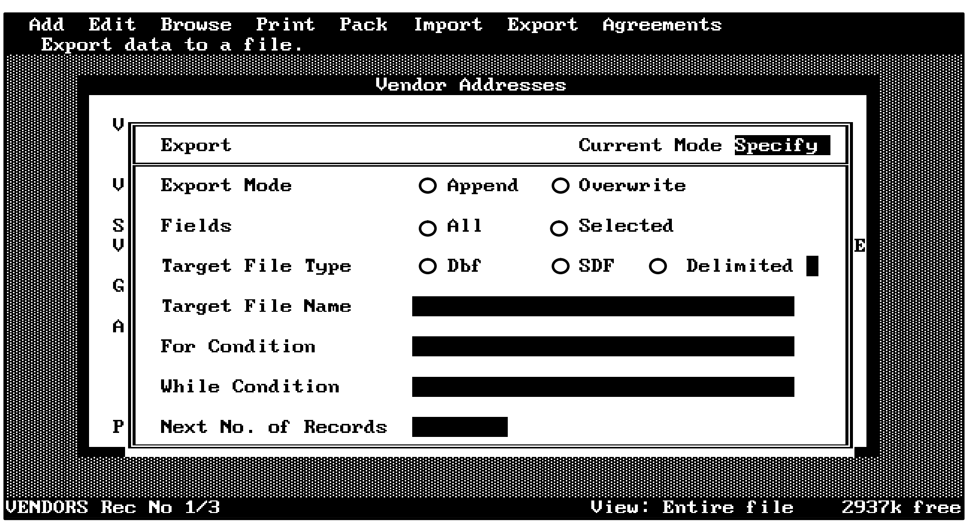


Figure 45. Export Screen

□ At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

□ At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

□ At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Vendor Addresses screen.

Agreements (*for ARS use only*). At the Vendor Addresses screen, move to Agreements. Press [Enter] to display the Vendor Agreements screen with the cursor positioned in the Agreement Number field.

- To add an agreement number and display the Agreement Numbers screen, press [Alt+A]. Key in the agreement number in that field. Press [CTRL+W] to save the agreement number if the number is less than 15 positions. The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add the agreement number, press [Enter]. **Note:** To display all Vendor Agreements listed on the Vendor Agreements screen, press [Page Up] or [Page Down].

- To cancel the agreement number, move to Cancel and press [Enter].

- To delete an agreement number, highlight the agreement number on the Vendor Agreements screen, press [Delete]. The message *Delete this record from the file? Ok Cancel* is displayed.

- To delete the agreement number, press [Enter].

- To cancel the deletion, move to Cancel and press [Enter].

- To return to the Vendor Addresses screen, press [Esc].

Contracting Officers

At the Address Files submenu, move to Contracting Officers and press [Enter]. The Contracting Officer Addresses screen (**Figure 46**) with a function menu bar listed at the top of the screen is displayed.

To select a function, move the cursor to the selected function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

Use these functions as follows:

Adding Contracting Officer Addresses. At the Contracting Officer Addresses screen (**Figure 46**), with the cursor positioned at Add, press [Enter]. The cursor moves to Contracting Officer Number.

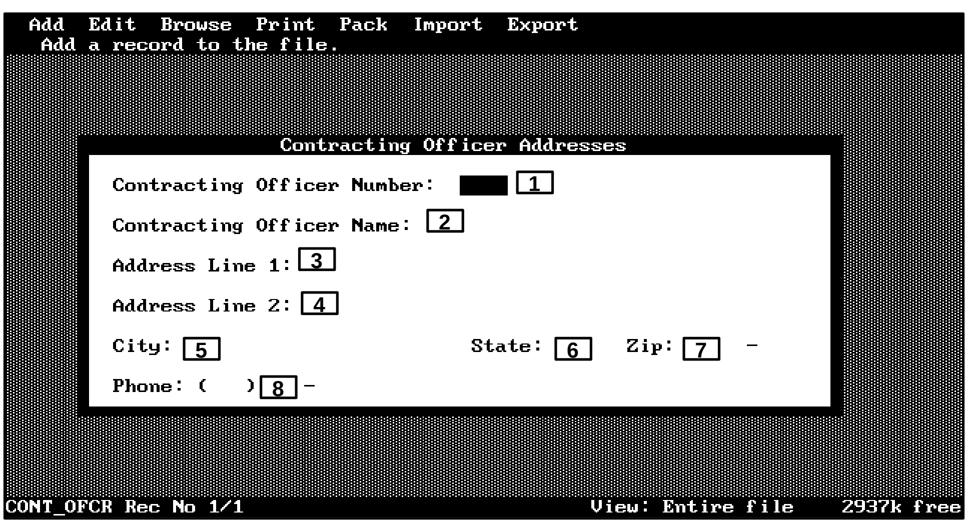


Figure 46. Contracting Officer Addresses Screen

1 **Contracting Officer Number** *(required, alphanumeric; 4 positions).* Key in the new contracting officer's number. **Note:** Each contracting officer number must be unique, the system will not accept numbers that have been previously assigned.

If the record is invalid, the message *Duplicate or blank contracting officer number Press any key* is displayed. Press [Enter].

2 **Contracting Officer Name** *(required, alphanumeric; max. of 30 positions).* Key in the contracting officer's name.

3 **Address Line 1** *(required, alphanumeric; max. of 30 positions).* Key in the first line of the contracting officer's address.

4 **Address Line 2** *(optional, alphanumeric; max of 30 positions).* Key in the second line of the contracting officer's address.

5 **City** *(required, alphanumeric; max. of 20 positions).* Key in the contracting officer's city.

6 **State** *(required, alphanumeric; 2 positions).* Key in the contracting officer's state code.

If you not not know the state code, press [Enter] to display the STATE CODE pop-up screen. Press [↓] or [↑] to locate the applicable state code. Point and shoot the code to the State field.

7 **ZIP** *(required, numeric; 9 positions).* Key in the contracting officer's ZIP code. If the 9-position ZIP code is not used, press [Enter].

If the ZIP code is incorrect, the message *Enter a beginning ZIP value Between XXX and XXX Inclusive. Press any key* is displayed. Press any key to return to the ZIP field. Key in the contracting officer's correct ZIP code.

8 **Phone** *(required, numeric; 10 positions).* Key in the contracting officer's area code and telephone number.

After entering all required information, the message *Add this record to the file? OK Cancel* is displayed with *OK* highlighted.

- To add the record, press [Enter].

- To cancel the record, move to Cancel and press [Enter].

Editing Contracting Officer Addresses. At the Contracting Officer Addresses screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Contracting Officer Addresses screen, with the selected contracting officer address record displayed, press [Enter]. Key in the correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].

- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Contracting Officer Addresses. At the Contracting Officer Addresses screen, move to Browse and press [Enter]. The CONT OFCR table screen is displayed. Press [↑], [↓], [→], and [←] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The contracting officer address record is displayed.

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Contracting Officer Addresses**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing Contracting Officer Addresses. At the Contracting Officer Addresses screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [➔] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

☐ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- To return to the Contracting Officer Addresses screen, press [Esc].

Packing Contracting Officer Addresses. At the Contracting Officer Addresses screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].
- To cancel, move to Cancel and press [Enter].

Importing Contracting Officer Addresses. At the Contracting Officer Addresses screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

- To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Contracting Officer Addresses screen.

- To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Contracting Officer Addresses screen.

- To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Contracting Officer Addresses screen.

Exporting Contracting Officer Addresses. To export contracting officer address files, insert the diskette that will receive file data into the drive of your PC. At the Contracting Officer Addresses screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

☐ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

☐ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

☐ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

☐ At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

☐ At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

☐ At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

☐ At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Contracting Officer Addresses screen.

Accounting Files

This is the second option on the Tables pull-down menu. Move to Accounting Files and press [Enter]. The Accounting Files submenu (**Figure 47**) is displayed listing the Accounting Codes and Set Fiscal Year Indicator options.

Accounting Codes

This is the first option on the Accounting Files submenu. Move to Accounting Codes and press [Enter]. The Accounting Codes screen (**Figure 48**) with a function menu bar listed at the top of the screen is displayed.

To select a function, move the cursor to the selected function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a new accounting code.

Edit. Used to change an accounting code.

Browse. Used to browse or delete records.

Print. Used to print the Accounting Classification Table.

Pack. Used to physically remove accounting records marked for deletion.

Mass Change. Used to make Mass changes to accounting codes.

Import. Used to import data from a file.

Export. Used to export data to a file.

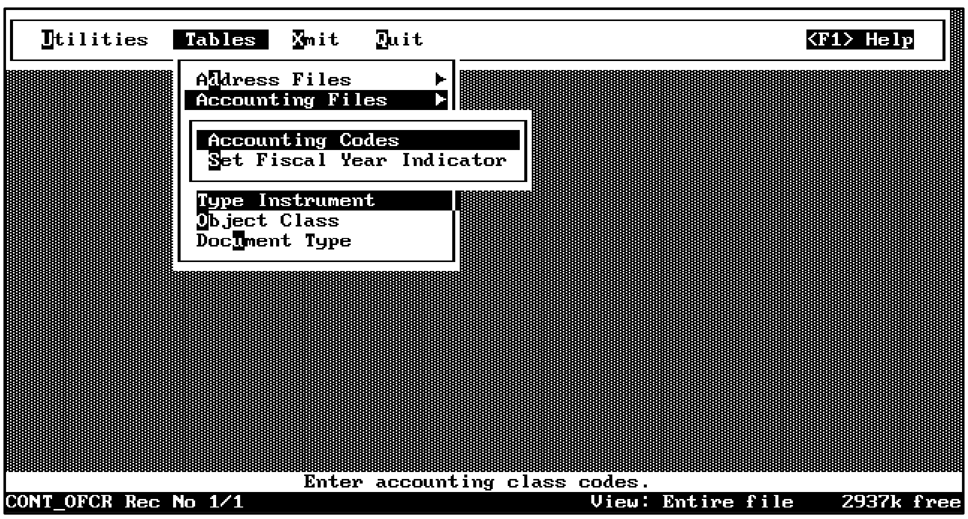


Figure 47. Accounting Files Submenu

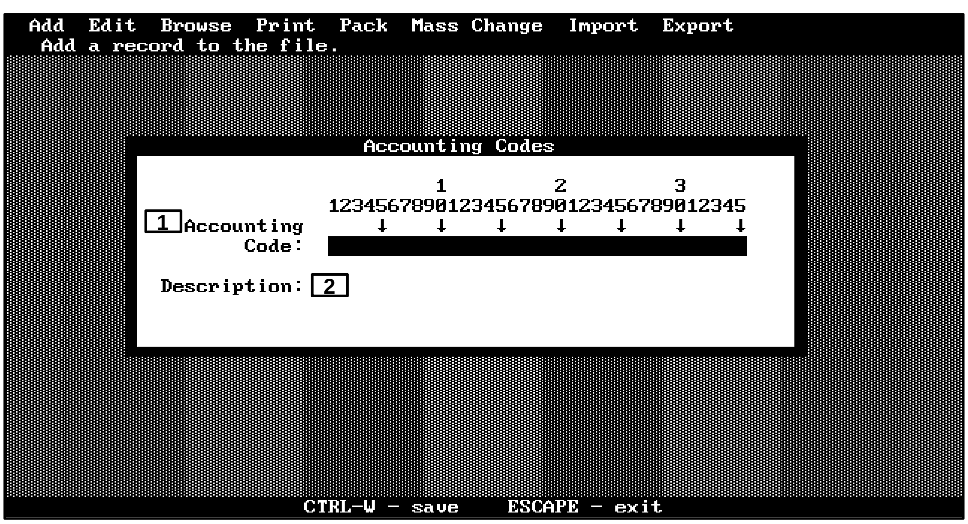


Figure 48. Accounting Codes Screen

The following are instructions for using these functions:

Adding Accounting Codes. At the Accounting Codes screen, with the cursor positioned at the Add function, press [Enter]. The cursor moves to the Accounting Code field.

1 **Accounting Code** *(required, alphanumeric; max. of 35 positions).* Key in the new accounting code under the applicable column(s). **Note:** If the code is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value. Okay* is displayed. Press [Enter].

2 **Description** *(optional, alphanumeric; max. of 30 positions).* Key in a brief description of the accounting code and press [Enter].

After all required information is entered, the message *Add This Record To The File?...Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

Editing Accounting Codes. At the Accounting Codes screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. Press [Enter] to move to the Accounting Code field. Key in the correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Accounting Codes. At the Accounting Codes screen, move to Browse and press [Enter]. The ACTG CLASS table screen is displayed. Press [↑] and [↓] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The accounting code record is displayed.
- To delete a code, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Accounting Codes**.
- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.
- To cancel the delete function, move to Cancel and press [Enter].

Printing Accounting Codes. At the Accounting Codes screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.
- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to *Go!* and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- To return to the Accounting Codes screen, press [Esc].

Packing Accounting Codes. At the Accounting Codes screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].
- To cancel, move to Cancel and press [Enter].

Mass Changing Accounting Codes. At the Accounting Codes screen, move to Mass Change and press [Enter].

The ACTG CLASS screen (**Figure 49**) is displayed with a function menu bar at the top of the screen.

Below is a brief description of each function:

Add. Used to add accounting codes to the Accounting Codes table based on the control string.

Delete. Used to delete accounting codes from the Accounting Codes table based on the control string.

Recall. Used to recall deleted accounting codes based on the control string.

Prompt. Used to indicate prompt or no prompt for each change to the Accounting Codes table. **Note:** Set the prompt before you execute the Add, Delete, or Recall functions. See **Prompting Accounting Codes**.

The following are instructions for using these functions.

Adding Accounting Codes. At the ACTG Class screen, with the cursor at Add and the message *Changes will be made Without prompting or With prompting* displayed, press [Enter].

- To make a single accounting code addition to the fiscal year, key in the complete prior fiscal year accounting code in the accounting code field. Press [Enter]. Key in the complete new fiscal year accounting code in the accounting code field. With the exception of the fiscal year position, these numbers/ characters must match those entered in the prior year accounting code field.

- To make a mass new fiscal year addition, key in the number of the accounting code representing the prior fiscal year in the next fiscal year accounting code field. For example, to add all accounting codes existing for Fiscal Year 95 to Fiscal Year 96, key in 5 in the fiscal year position of the accounting field. Do not key in the complete accounting code for mass additions. Press [Enter].

- To establish all existing accounting codes for the new fiscal year, key in the number of the accounting code representing the new fiscal year in the accounting field. Press [Enter]. For example, to establish FY 96 records, key in 6 in the fiscal year position. All existing accounts for FY 95 will be established for FY 96. Press [Enter].

If the With Prompting mode was selected, a pop-up screen with the message *Make The Indicated Addition? Ok Cancel* is displayed with *Ok* highlighted. Review the displayed accounting codes under the Adding and For fields. To add the accounting code to the table, press [Enter]. To cancel the add, move to the Cancel prompt and press [Enter]. The message *Net Change To File Was XX Records* is displayed. Press any key to continue.

If the Without Prompting mode was selected, only the pop-up screen with the message *Net Change To File Was XX Records* is displayed. If accounting codes do not match, a pop-up screen with the message *Net change to file was 0 records Press any key* is displayed. Press any key to continue.

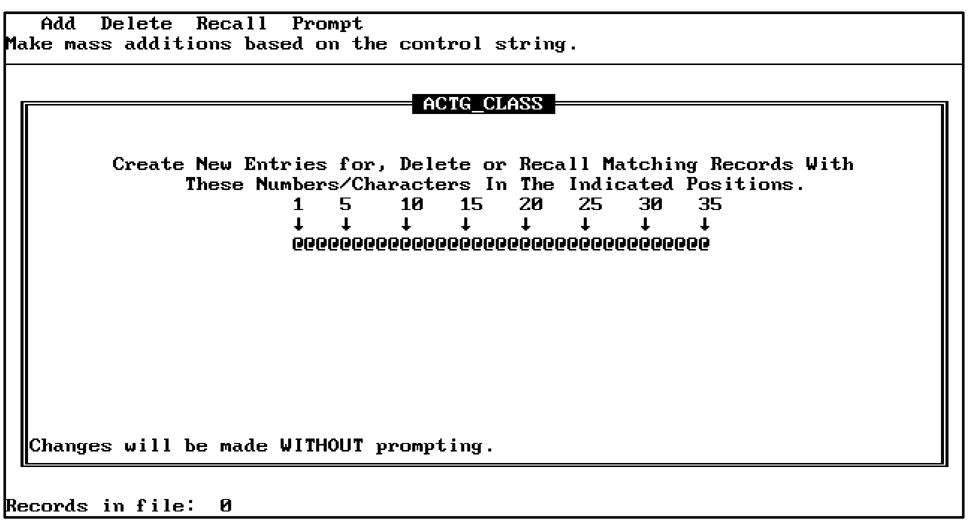


Figure 49. Mass Change Accounting Screen

Deleting Accounting Codes. At the ACTG Class screen, move to Delete. Press [Enter].

- To delete a single accounting code, key in the complete accounting code number/ character in the accounting code field. Press [Enter].

- To make a mass deletion, key in the first number of the accounting code representing the fiscal year in the accounting code field. For example, to delete all accounting codes existing for Fiscal Year 95, key in 5 in the fiscal year position. Press [Enter].

If the With Prompting mode was selected, a pop-up screen with the message *Make The Indicated Deletion? Ok Cancel* is displayed with *Ok* highlighted. Review the accounting code displayed under the Deleting field. To delete the record, press [Enter]. To cancel the delete, move to the Cancel prompt and press [Enter]. The message *Net Change To File Was (X) Records* is displayed. Press any key to continue.

If the Without Prompting mode was selected, only the pop-up screen with the message *Net Change To File was (X) Records Press any key* is displayed. Press any key to continue.

Recalling Accounting Codes. At the ACTG Class screen, move to Recall. Confirm changes will be made without prompting or change to with prompting. Press [Enter].

The message *Net Change To File Was X Records* is displayed indicating the number of records recalled. Press any key to continue.

- To recall a single accounting code, key in the complete accounting code in the accounting code field.

- To recall a mass deletion, key in the first number of the accounting code representing the fiscal year in the accounting code field. For example, to restore all accounting codes existing for Fiscal Year 95, key in ***5*** in the fiscal year position. Press [Enter].

If the With Prompting mode was selected, a pop-up screen with the message *Make The Indicated Recall? Ok Cancel* is displayed with *Ok* highlighted. Review the accounting code record displayed under the Recalling field. To recall the accounting record, press [Enter]. To cancel the recall, move to the Cancel prompt and press [Enter]. The message *Net Change to File was XX Records Press any key* is displayed. Press any key to continue.

If the Without Prompting mode was selected, only the pop-up screen with the message *Net Change To File was X Records Press any key* is displayed. Press any key to continue.

Prompting Accounting Codes. At the ACTG Class screen, move to Prompt and press [Enter]. The message *Changes Will Be Made With/Without Prompting* is displayed on the bottom left of the screen.

- To change to the reverse of the displayed prompt, press [Enter]. The selection will be displayed on the Add, Delete, or Recall screens when these functions are executed.

Importing Accounting Codes. At the Accounting Codes screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

- To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Accounting Codes screen.

- To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Accounting Codes screen.

- To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Accounting Codes screen.

Exporting Accounting Codes. To export accounting code files, insert the diskette that will receive file data into the drive of your PC. At the Accounting Codes screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

- ☐ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

□ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

□ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

□ At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

□ At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

□ At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

□ At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Accounting Codes screen.

Set Fiscal Year Indicator

This is the second option on the Accounting Files submenu (**Figure 47**). Move to Set Fiscal Year Indicator and press [Enter]. The Fiscal Accounting Information screen (**Figure 50**) is displayed. At Edit, press [Enter] to move to the Set Fiscal Accounting Info field.

1 **Set Fiscal Accounting Info** *(required, checkbox).* Press [Space Bar] to key in a check mark in the box. Press [Enter] to move to the next field.

2 **Start Position** *(required, numeric; max. of 2 positions).* Key in the start position of the fiscal year.

3 **End Position** *(required, numeric; max. of 2 positions).* Key in the end position of the accounting classification. **Note:** The end position value must be greater than the start position value.

The message *Write the changes to disk? Ok Cancel* is displayed with *Ok* highlighted.

- To set the fiscal record, press [Enter].
- To cancel, move to Cancel and press [Enter].

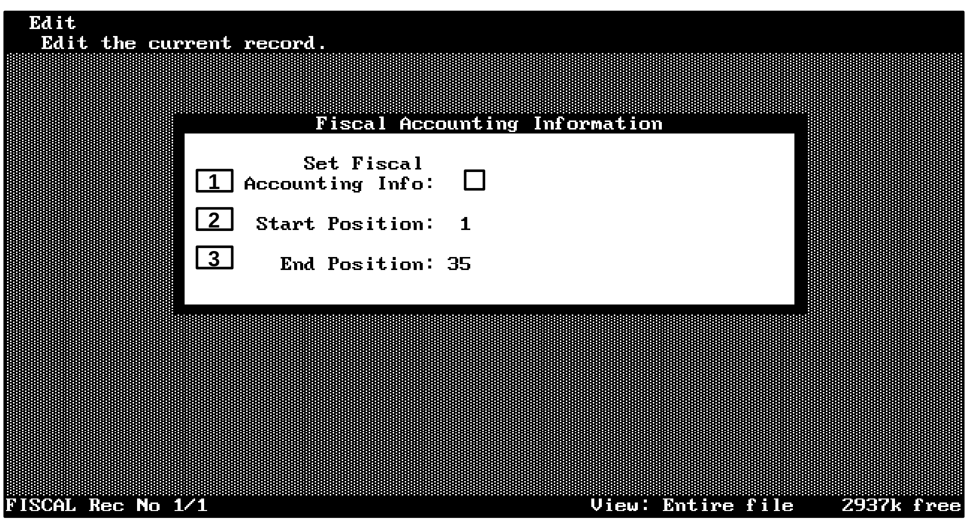


Figure 50. Fiscal Accounting Information Screen

State Codes

This is the third option on the Tables pull-down menu. Move to State Codes and press [Enter]. The State and ZIP Codes screen (**Figure 51**) is displayed with a function menu at the top of the screen.

To select a function, move the cursor to the selected function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a record to the file.

Edit. Used to a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to Import data from a file.

Export. Used to Export data to a file.

The following are instructions for using these functions:

Adding State And ZIP Codes. At the State and ZIP Codes screen, with the cursor positioned at Add, press [Enter]. The cursor moves to the St. Abbreviation field.

$\boxed{1}$ **St. Abbreviation** *(required, alphanumeric; 2 positions).* Key in the abbreviation of the new state. **Note:** If the code is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value. Okay* is displayed. Press [Enter] to return to the St. Abbreviation field.

$\boxed{2}$ **Low Zip** *(required, numeric; 3 positions).* Key in the first three digits of the ZIP code that begins the range of ZIP code numbers for the state.

$\boxed{3}$ **High Zip** *(required, numeric; 3 positions).* Key in the first three digits of the ZIP code that ends the range of ZIP code numbers for the state.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

Editing State And ZIP Codes. At the State and ZIP Codes screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the State and ZIP Codes screen, with the selected state and ZIP record displayed, press [Enter]. Key in correct data and press [Ctrl + W] or press [Enter]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting State And ZIP Codes. At the State and ZIP Codes screen, move to Browse and press [Enter]. The STATE CODE table screen is displayed. Press [↓] and [↑] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The state and ZIP code record is displayed.

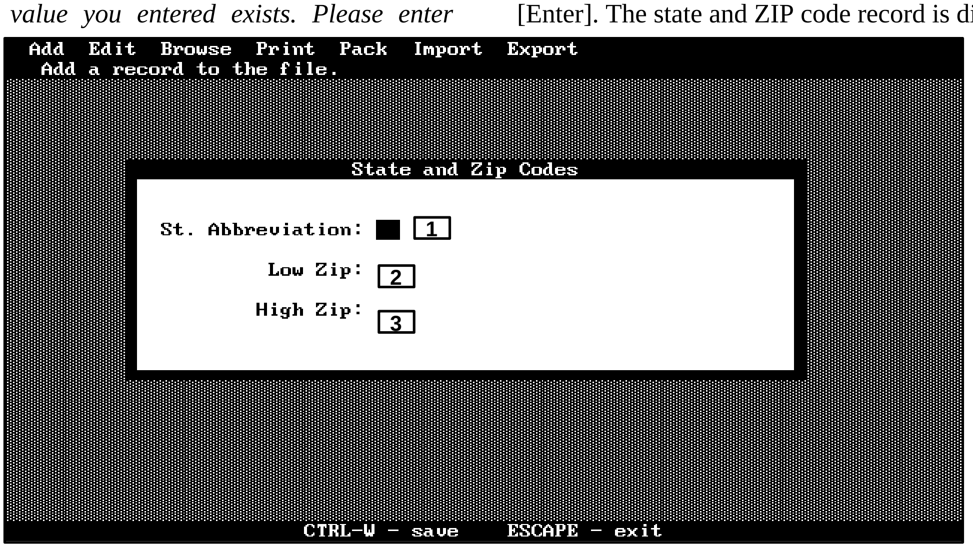


Figure 51. State And ZIP Codes Screen

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing State And ZIP Codes**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing State And ZIP Codes. At the State And ZIP Codes screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

Press [Esc] to return to the State And ZIP Codes screen.

Packing State And ZIP Codes. At the State and ZIP Codes screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* is displayed with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

Importing State And ZIP Codes. At the State and ZIP Codes screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

- To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the State and ZIP Codes screen.

- To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the State and ZIP Codes screen.

- To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the State and ZIP Codes screen.

Exporting State and ZIP Codes. To export state and ZIP code files, insert the diskette that will receive file data into the drive of your PC. At the State and ZIP Codes screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

- ☐ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

- ☐ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

☐ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

☐ At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

☐ At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

☐ At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

☐ At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the State and ZIP Codes screen.

Payment Action Codes

This is the fourth option on the Tables pull-down menu. Move to Payment Action Codes and press [Enter]. The Payment Action Codes screen (**Figure 52**) is displayed with a function menu bar at the top of the screen.

To select a function, move the cursor to the selected function and press [Enter], or enter the first letter of the function name; e.g. ***B*** (Browse*).*

Below is a brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

The following are instructions for using these functions:

Adding Payment Action Codes. At the Payment Action Codes screen (**Figure 52**), with the cursor positioned at Add, press [Enter]. The cursor moves to the Payment Action Code field.

1 **Payment Action Code** *(required, alphanumeric; 3 positions).* Key in the new Payment Action Code. **Note:** If the code is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value Okay* is displayed. Press [Enter] to return to the Payment Action Codes screen.

2 **Description** *(required, alphanumeric; max. of 30 positions).* Key in a brief description of the payment action code and press [Enter]. The cursor moves to the Form AD–757 field with the cursor positioned on Payments. **Note:** To complete the AD–742 field, press [↓].

3 **Form AD–757** *(conditional, button).* Move to the AD–757 description that best defines the payment action code (i.e.; Payments, Recording Foreign Payments, or Non–Expend. Transfer and Adjustments). Press the [Space Bar] to mark the applicable button. Press [Enter].

4 **Form AD–742** *(conditional, button).* Move to the AD–742 description that best defines the payment action code (i.e.; Collections or Disbursements). Press the [Space Bar] to mark the applicable button. Press [Enter].

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

Editing Payment Action Codes. At the Payment Action Codes screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Payment Action Codes screen, with the selected payment action code record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

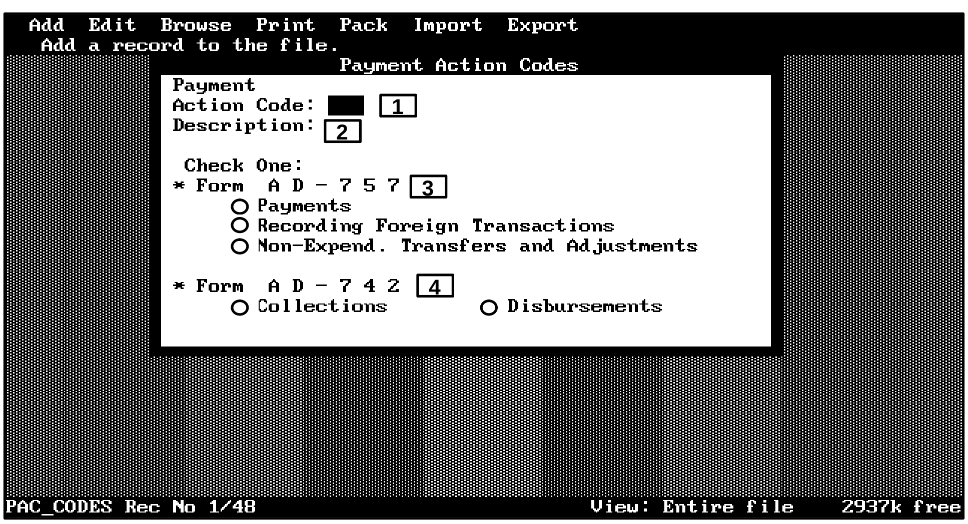


Figure 52. Payment Action Codes Screen

- To complete the edit, press [Enter].

- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Payment Action Codes. At the Payment Action Codes screen, move to Browse and press [Enter]. The PAC CODES table screen is displayed. Press [↓] and [↑] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The payment action code record is displayed.

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Payment Action Codes**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing Payment Action Codes. At the Payment Action Codes screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

- ☐ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

Press [Esc] to return to the Payment Action Codes screen.

Packing Payment Action Codes. At the Payment Action Codes screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

Importing Payment Action Codes. At the Payment Action Codes screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

- To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Payment Action Codes screen.

- To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Payment Action Codes screen.

- To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Payment Action Codes screen.

Exporting Payment Action Codes. To export payment action code files, insert the diskette that will receive file data into the drive of your PC. At the Payment Action Codes screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

- ☐ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

- ☐ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

- ☐ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

- ☐ At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

- ☐ At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

- ☐ At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

- ☐ At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Payment Action Codes screen.

Fund Codes

This is the fifth option on the Tables pull-down menu. Move to Fund Codes and press [Enter]. The Fund Codes screen (**Figure 53**) is displayed with a function menu bar listed at the top of the screen.

To select a function, move to the function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

The following are instructions for using these functions:

Adding Fund Codes. At the Fund Codes screen (**Figure 53**), with the cursor positioned at the Add function, press [Enter]. The cursor moves to Fund Code.

$\boxed{1}$ **Fund Code** *(required, alphanumeric; 2 positions).* Key in the new fund code.

Note: If the code is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value. Okay* is displayed. Press [Enter] to clear the message from the screen. Key in a valid fund code.

$\boxed{2}$ **Unit Indicator** *(optional, checkbox).* If the unit code will be active when documents are entered, press the [Space Bar] and then press [Enter].

- To indicate the Unit Code field will **not** be active when keying in documents, leave the checkbox empty and press [Enter].

After entering all required information, the message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].

- To cancel, move to Cancel and press [Enter].

Editing Fund Codes. At the Fund Codes screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Fund Codes screen, with the selected fund code record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].

- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Fund Codes. At the Fund Codes screen, move to Browse and press [Enter]. The FUND CODE table screen is displayed. Press [↓] and [↑] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The fund code record is displayed.

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Fund Codes**.

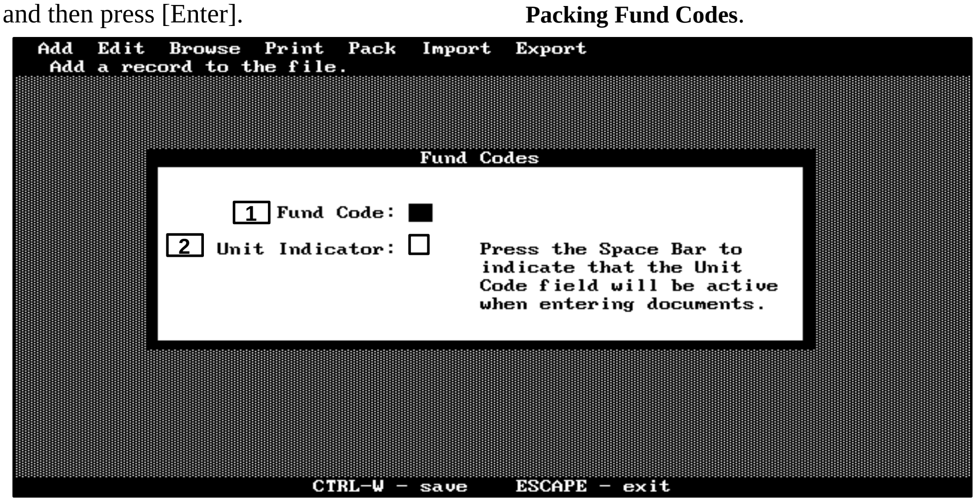


Figure 53. Fund Codes Screen

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing Fund Codes. At the Fund Codes screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

Press [Esc] to return to the Fund Codes screen.

Packing Fund Codes. At the Fund Codes screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

Importing Fund Codes. At the Fund Codes screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

- To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Fund Codes screen.

- To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Fund Codes screen.

- To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Fund Codes screen.

Exporting Fund Codes. To export fund code files, insert the diskette that will receive file data into the drive of your PC. At the Fund Codes screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

- ☐ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

- ☐ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

- ☐ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

- At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.
- At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.
- At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.
- At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].
- The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Fund Codes screen.

Country Codes

This is the sixth option on the Tables pull-down menu. Move to Country Codes and press [Enter]. The Country Codes screen (**Figure 54**) is displayed with a function menu bar listed at the top of the screen.

To select a function, move to the function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

The following are instructions for using these functions:

Adding Country Codes. At the Country Codes screen (**Figure 54**), with the cursor positioned at the Add function, press [Enter]. The cursor moves to the Country Code field.

$\boxed{1}$ **Country Code** *(required, alphanumeric; 2 positions).* Key in the new country code. **Note:** If the code is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value. Okay* is displayed. Press [Enter].

$\boxed{2}$ **Country Name** *(required, alphanumeric; max. of 30 positions).* Key in the name of the country and press [Enter].

$\boxed{3}$ **Embassy Code** *(optional, alphanumeric; 4 positions).* Key in the country embassy code.

If the country was not issued an embassy number, press [Enter] to skip.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

Editing Country Codes. At the Country Codes screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Country Codes screen, with the selected country code record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Country Codes. At the Country Codes screen, move to Browse and press [Enter]. The COUNTRY CODE table screen is displayed. Press [↓] and [↑] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The country code record is displayed.

Figure 54. Country Codes Screen

• To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Country Codes**.

• To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

• To cancel the delete function, move to Cancel and press [Enter].

Printing Country Codes. At the Country Codes screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

• To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

• To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

□ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

• To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

Press [Esc] to return to the Country Codes screen.

Packing Country Codes. At the Country Codes screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

• To delete all records marked for deletion, press [Enter].

• To cancel, move to the Cancel and press [Enter].

Importing Country Codes. At the Country Codes screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed*.* **Note**: Overwritten files replace existing files.

• To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Country Codes screen.

• To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Country Codes screen.

• To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Country Codes screen.

Exporting Country Codes. To export country code files, insert the diskette that will receive file data into the drive of your PC. At the Country Codes screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

□ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

□ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

□ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

- At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.
- At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.
- At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.
- At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Country Codes screen.

Type Instrument (for ARS use only)

This is the seventh option on the Tables pull-down menu. Move to Type Instrument and press [Enter]. The Type Instrument Codes screen (**Figure 55**) is displayed with a function menu bar listed at the top of the screen.

To select a function, move to the function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

The following are instructions for using these functions:

Adding Type Instrument Codes. At the Type Instrument Codes screen (**Figure 55**), with the cursor positioned at the Add function, press [Enter]. The cursor moves to Instrument Type.

1 **Instrument Type** *(required, alphanumeric; 3 positions).* Key in the new code. **Note:** If the code is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value. Okay* is displayed. Press [Enter].

2 **Description** *(required, alphanumeric; max. of 35 positions).* Key in a brief description that best defines the instrument type. Press [Enter].

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

Editing Type Instrument Codes. At the Type Instrument Codes screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Type Instrument Codes screen, with the selected type instrument record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Type Instrument Codes. At the Type Instrument Codes screen, move to Browse and press [Enter]. The TYPE INSTRUMENT table screen is displayed. Press [↓] and [↑] to view the entire table screen.

- To view a record, move to the selected record and press [Enter]. The type instrument record is displayed.

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Type Instrument Codes**.

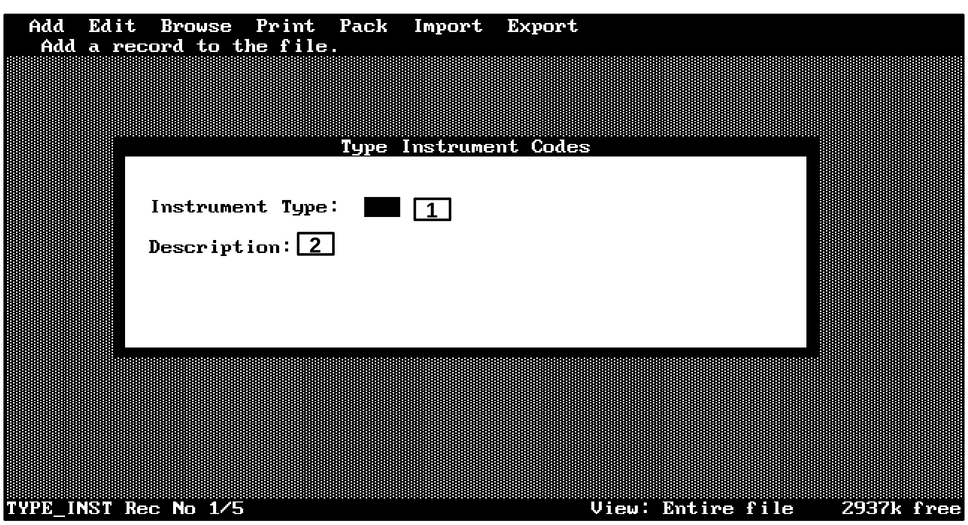


Figure 55. Type Instrument Codes Screen

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

• To cancel the delete function, move to Cancel and press [Enter].

Printing Type Instrument Codes. At the Type Instrument Codes screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

• To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

• To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

□ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

• To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

Press [Esc] to return to the Type Instrument Codes screen.

Packing Type Instrument Codes. At the Type Instrument Codes screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

• To delete all records marked for deletion, press [Enter].

• To cancel, move to Cancel and press [Enter].

Importing Type Instrument Codes. At the Type Instrument Codes screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

• To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Type Instrument Codes screen.

• To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Type Instrument Codes screen.

• To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Type Instrument Codes screen.

Exporting Type Instrument Codes. To export type instrument code files, insert the diskette that will receive file data into the drive of your PC. At the Type Instrument Codes screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

□ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

□ At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

□ At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

□ At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

- At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

- At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

- At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Type Instrument Codes screen.

Object Class

This is the eighth option on the Tables pull-down menu. Move to Object Class and press [Enter]. The Object Class Codes Table screen (**Figure 56**) is displayed with a function menu bar at the top of the screen.

To select a function, move to the function and press [Enter], or enter the first letter of the option name; e.g., ***B*** (Browse).

Below is brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete records.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

The following are instructions for using these functions:

Adding Object Class Codes. At the Object Class Codes Table screen (**Figure 56**), with the cursor positioned at the Add Function, press [Enter]. The cursor moves to the Object Class field.

1 **Object Class** *(required, alphanumeric; 4 positions).* Key in the new object class code. If the code is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value. Okay* is displayed. Press [Enter].

2 **Description** *(required, alphanumeric; max. of 25 positions).* Key in a description that best defines the object class code.

Note: If you need to enter AD–742 data, press [↓] to move the cursor to the applicable option.

3 **AD–757** *(conditional, checkbox)* Move to the AD-757 descriptions that apply to the object code (i.e.; Obligations Only (24E), Payments, Non-Expenditure Transfers and Adjustments, or Foreign Payments). Press the [Space Bar] to mark the applicable boxes. Press [Enter].

4 **AD–742** *(conditional, checkbox).* Move to the AD-742 descriptions that apply to the object code (i.e.; Disbursements or Collections). Press the [Space Bar] to mark the applicable boxes. Press [Enter].

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel, move to Cancel and press [Enter].

Editing Object Class Codes. At the Object Class Codes Table screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Object Class Codes Table screen, with the selected object class record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Object Class Codes. At the Object Class Codes Table screen, move to Browse and press [Enter]. The OBJECT CLASS table screen is displayed. Press [↓], [↑], [→], and [←] to view the entire table screen.

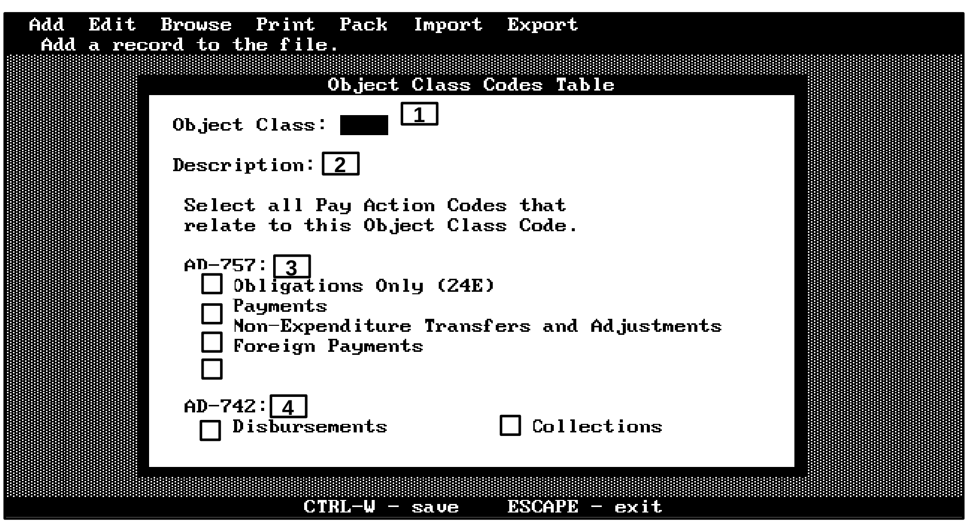


Figure 56. Object Class Codes Table Screen

- To view a record, move to the selected record and press [Enter]. The object class code record is displayed.

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Object Class Codes**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

***Printing Object Class Codes*.** At the Object Class Codes Table screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

□ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

Press [Esc] to return to the Object Class Codes Table screen.

Packing Object Class Codes. At the Object Class Codes Table screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

Importing Object Class Codes. At the Object Class Codes Table screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

- To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Object Class Codes Table screen.

- To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Object Class Codes Table screen.

- To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Object Class Codes Table screen.

Exporting Object Class Codes. To export object class code files, insert the diskette that will receive file data into the drive of your PC. At the Object Class Codes Table screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

□ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

- At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

- At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

- At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

- At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

- At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

- At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Object Class Codes Table screen.

Document Type

This is the ninth option on the Tables pull-down menu. Move to Document Type and press [Enter]. The Document Type Codes Table screen (**Figure 57**) is displayed with a function menu bar at the top of the screen.

To select a function, move to the applicable function and press [Enter], or key in the first letter of the function name; e.g., ***B*** (Browse).

Below is brief description of each function:

Add. Used to add a record to the file.

Edit. Used to change a record.

Browse. Used to browse or delete a record.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

Import. Used to import data from a file.

Export. Used to export data to a file.

The following are instructions for using these functions:

Adding Document Type Codes. At the Document Type Codes Table screen (**Figure 57**), with the cursor positioned at the Add function, press [Enter]. The cursor moves to Document Type.

1 **Document Type** *(required, alphanumeric; 4 positions).* Key in the new document type. The cursor moves to AD–757. If the record is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value Okay* is displayed with *Okay* highlighted. Press [Enter]. **Note:** To enter AD–742 data, press [Enter].

2 **AD–757** *(conditional, checkbox).* Move to the AD–757 descriptions that describe the code (i.e.; Obligations Only, Payments, Non-Expenditure Transfers and Adjustments, or Recording Foreign Payments). Press the [Space Bar] to mark the boxes. Press [Enter].

3 **AD–742** *(conditional, checkbox).* Move to the AD–742 descriptions that describe the code (i.e.; Disbursements or Collections). Press the [Space Bar] to mark the boxes. Press [Enter].

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add, press [Enter].
- To cancel the addition, move to Cancel and press [Enter].

Editing Document Type Codes. At the Document Type Codes Table screen, press [→] to move to Edit. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the Document Type Codes Table screen, with the selected document type record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting Document Type Codes. At the Document Type Codes Table screen, move to Browse and press [Enter]. The DOCUMENT TYPE table screen is displayed. Press [↓] and [↑] to view the entire table screen.

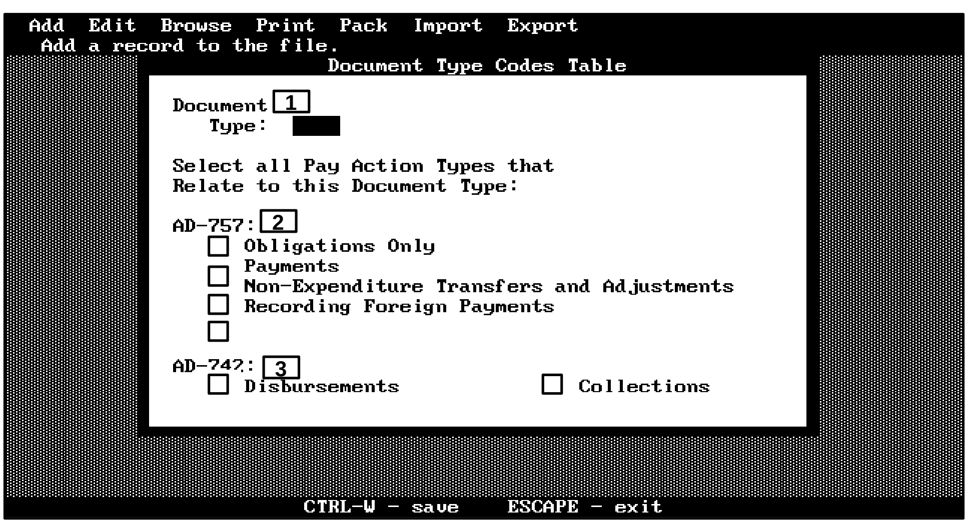


Figure 57. Document Type Codes Table Screen

- To view a record, move to one of the type document flags displayed. Press [Enter] to display the document type code record.

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing Document Type Codes**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing Document Type Codes. At the Document Type Codes Table screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

☐ At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time.

- Press [Esc] to return to the Document Type Codes Table screen.

Packing Document Type Codes. At the Document Type Codes Table screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

Importing Document Type Codes. At the Document Type Codes Table screen, move to Import and press [Enter]. The message *Do you want to overwrite the file before import? Yes No Cancel* is displayed. **Note**: Overwritten files replace existing files.

- To overwrite imported files, press [Enter] at *Yes*. The message *Drive and path to import from? A:*.** is displayed. Insert the diskette of files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Document Type Codes Table screen.

- To import files without overwriting, move the cursor to *No* and press [Enter]. The message *Drive and path to import from A:*.** is displayed. Insert the diskette containing the files to be read into the drive of your PC and press [Enter]. The select a file screen (**Figure 44**) is displayed. Move the cursor to the file you want to import and press [Enter]. The message *Import from A:\XXXX.XXX to XXXXXXX DBF SDF Delimited* is displayed. Move the cursor to the selected option and press [Enter]. The message *Import Complete Press any key* is displayed. Press any key to return to the Document Type Codes Table screen.

- To cancel the import, move the cursor to Cancel and press [Enter]. The message *Import Error Press Any Key* is displayed. Press any key to clear the error message from the screen and return to the Document Type Codes Table screen.

Exporting Document Type Codes. To export the document type code data, insert the diskette that will receive file data into the drive of your PC. At the Document Type Codes Table screen, with the cursor positioned on Export, press [Enter]. The Export screen (**Figure 45**) is displayed with the cursor positioned at the Export Mode field.

☐ At Export Mode, move to Append or Overwrite. Press the [Space Bar] to highlight the Append or Overwrite button. Press [Enter] to move to Fields.

- At Fields, move to All or Selected. Press the [Space Bar] to highlight the All or Select button. Press [Enter] to move to Target File Type.

- At Target File Type, move to one of the following:

DBF (Data Base Files)– A data base file.

SDF (System Data Format)– A file of fixed length.

Delimited– A file of variable length that does not include leading or trailing spaces, and separated by commas.

Press the [Space Bar] to highlight the DBF, SDF, or Delimited button. Press [Enter] to move to Target File Name.

- At Target File Name, key in the target file name of the file you are exporting. Press [Enter] to move to For Condition.

- At For Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to While Condition.

- At While Condition, key in the selected filter condition. If no filter condition is required, skip. Press [Enter] to move to Next No. of Records.

- At Next No. of Records, key in the number of records in the file you want to export. If the next number of records data is not required, skip. Press [Enter].

The message *Press any key...* is displayed at the bottom of the screen. The export is complete. Press any key to return to the Document Type Codes Table screen.

Xmit

At the option menu bar (**Figure 27**), move to Xmit and press [Enter], or key in ***X***. The Xmit pull-down menu (**Figure 58**) with the following options is displayed:

Review AD–757s. Used to review AD–757 summary data and to select AD–757s for transmission to NFC.

Review AD–742s. Used to review AD–742 summary data and to select AD–742s for transmission to NFC.

Create Production File. Used to create a production file of AD–757 and AD–742 transmission data.

Create Test File. Used to create a test file of AD–757 and AD–742 transmission data.

Create File Without JCL. Used to create a file (production or test) of transmission data without the Job Control Language (JCL) attached. This option is beneficial in those situations where users at one PC want to transfer files to another location.

Delete Xmit File. Used to delete transmit files that are no longer needed.

Delete Transmitted Records. Used to delete AD–757 and AD–742 records that have been transmitted to NFC.

Reviewing AD–757s. Review AD–757s is the first selection on the Xmit pull–down menu. Move the cursor to Review AD–757s. Press [Enter] to display the following:

Obligations Only. Used to review and select obligation documents.

Payments. Used to review and select payment documents.

Non-Expend Tfrs & Adjustments. Used to review and select non-expenditure transfer and adjustment documents.

Recording Foreign Transactions. Used to review and select foreign payment documents.

Creating Obligations Only Transmit Files. At Review AD–757s, move the cursor to Obligations Only and press [Enter], or key in the first letter of the option name to display the OBLIGATION LIST screen (**Figure 59**).

At the OBLIGATION LIST screen (**Figure 59**), key in ***Y, R, N,*** or ***X*** in the Select column to select the voucher(s) you want to transmit. Codes are described below:

Y= Select
R= Select Remainder
N=Ignore
X=Ignore Remainder

Note: A check mark in the Error column indicates that the voucher contains an error.

If a correction is necessary after you code the voucher, the cursor can be moved up or down to recode. Press [Esc] to exit.

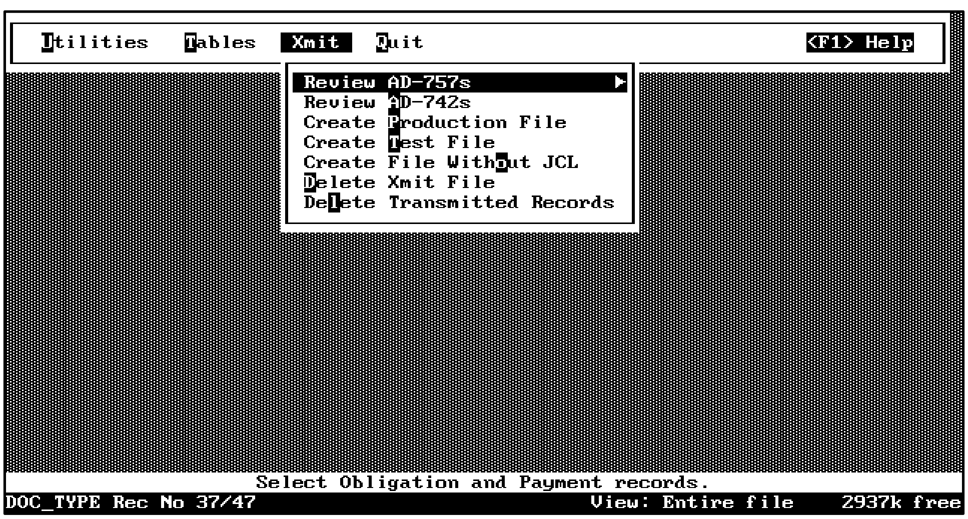


Figure 58. Xmit Pull-Down Menu Screen

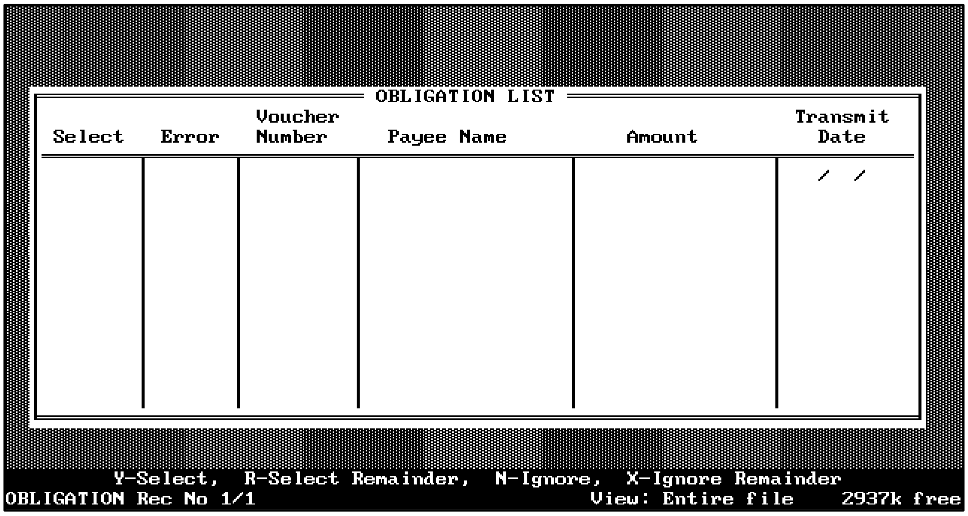


Figure 59. Obligation List Screen

Creating Payments Transmit Files. At Review AD–757s, move the cursor to Payments. Press [Enter] to display the PAYMENTS LIST screen (**Figure 60**).

At the PAYMENTS LIST screen, key in ***Y, R, N,*** or ***X*** in the Select column to select the voucher(s) you want to transmit. Codes are described below:

Note: A check mark in the Error column indicates that the voucher contains an error**.**

If a correction is necessary after you code the voucher, the cursor can be moved up or down to recode. Press [Esc] to exit.

Y= Select
R= Select Remainder
N=Ignore
X=Ignore Remainder

Creating Non-Expenditure Transfers And Adjustments Transmit Files. At Review AD–757s, move the cursor to Non-Expend Tfrs & Adjustments. Press [Enter] to display the NON-EXPENDITURE LIST screen (**Figure 61**).

At the NON-EXPENDITURE LIST screen, key in ***Y, R, N,*** or ***X*** in the Select column to select the voucher(s) you want to transmit. Codes are described below:

Y= Select
R= Select Remainder
N=Ignore
X=Ignore Remainder

Note: A check mark in the Error column indicates that the voucher contains an error**.**

If a correction is necessary after you code the voucher, the cursor can be moved up or down to recode. Press [Esc] to exit.

Creating Foreign Transactions Transmit Files. At Review AD-757s, move the cursor to Recording Foreign Transactions. Press [Enter] to display the FOREIGN PAYMENTS LIST screen (**Figure 62**).

At the FOREIGN PAYMENTS LIST screen, key in ***Y, R, N,*** or ***X*** in the Select column to select the voucher(s) you want to transmit. Codes are described below:

Y= Select
R= Select Remainder
N=Ignore
X=Ignore Remainder

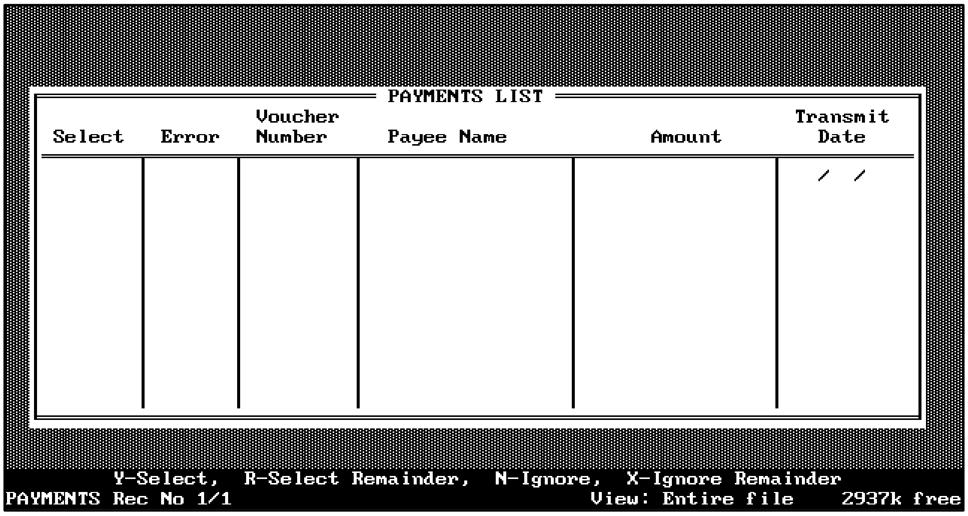


Figure 60. Payments List Screen

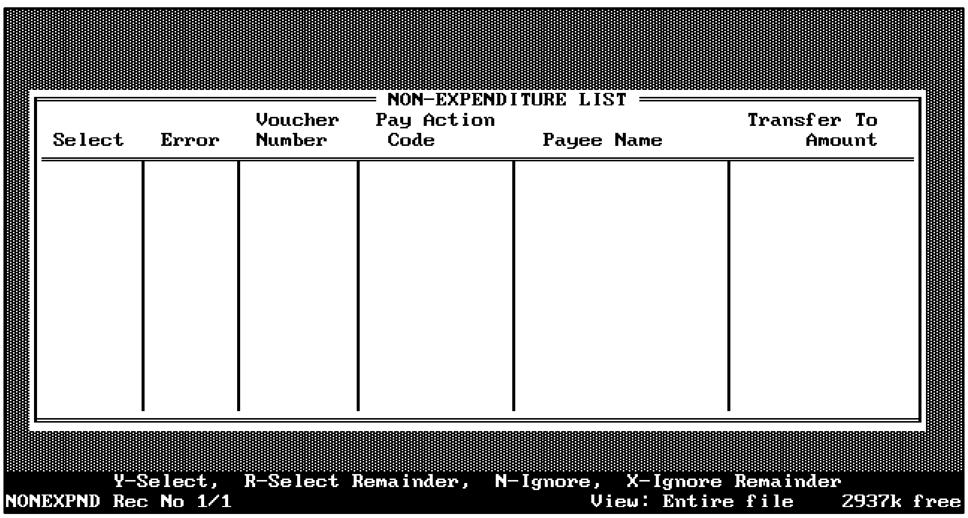


Figure 61. Non-Expenditure List Screen

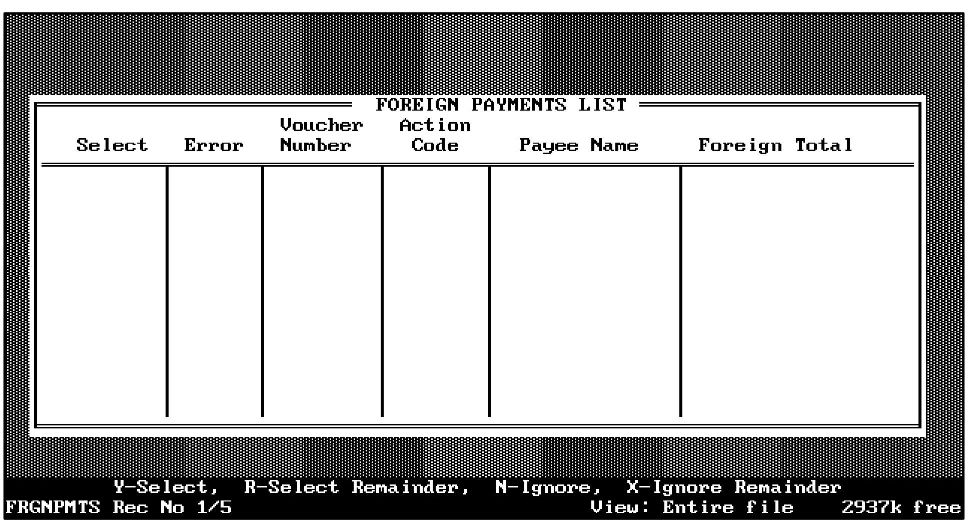


Figure 62. Foreign Payments List Screen

Note: A check mark in the Error column indicates that the voucher contains an error**.**

□ If a correction is necessary after you code the voucher, the cursor can be moved up or down to recode. Press [Esc] to exit.

Creating AD–742 Disbursements Transmit Files. At Review AD–742s, press [Enter] to display the DISBURSEMENTS screen (**Figure 63**).

At the DISBURSEMENTS screen (**Figure 63**), key in ***Y, R, N,*** or ***X*** in the Select column to select the disbursement voucher(s) you want to transmit. Codes are described below:

Y= Select
R= Select Remainder
N=Ignore
X=Ignore Remainder

Note: A check mark in the Error column indicates that the voucher contains an error**.**

□ If a correction is necessary after you code the voucher, the cursor can be moved up or down to recode. Press [Esc] to exit.

- To return to the NFC Transmit Information screen, move to No.

- To cancel, move to Cancel and press [Enter] to display the message, *Create Transmit Disk Cancelled Press any key* Press any key to return to the Xmit pull-down menu.

Creating A Production File. At Create Production File, press [Enter] to display the NFC Transmit Information Screen (**Figure 64**). Respond to the prompts as follows:

1 **MISC PAY Certifier** *(required, alphanumeric; max. of 7 positions).* Key in your certifier identification user number. If you do not know the information, press [Enter] to display the Users pop-up screen. This screen is also displayed when invalid data is entered. Press [↓] and [↑] to locate the applicable user. Point and shoot the selected user to the field.

2 **Remote Printer ID** *(optional, alphanumeric; max. of 8 positions).* Key in your remote printer ID number.

3 **Transmission Path** *(optional, alphanumeric; max. of 16 positions).* At the displayed *A:*, key in the transmission path.

4 **NFC User ID** *(required, alphanumeric; max. of 8 positions).* Key in your 5 to 8 character NFC mainframe identification number.

5 **Current Password** *(required, alphanumeric; max. of 8 positions).* Key in your confidential NFC mainframe password.

6 **New Password** *(optional, alphanumeric; max. of 8 positions).* Key in your new password when your current password has expired. **Note:** This option allows users to change their passwords when they do not have access to a 3270 online connection.

The message *Accept NFC–USER–ID and Password?* is displayed with *Yes* highlighted.

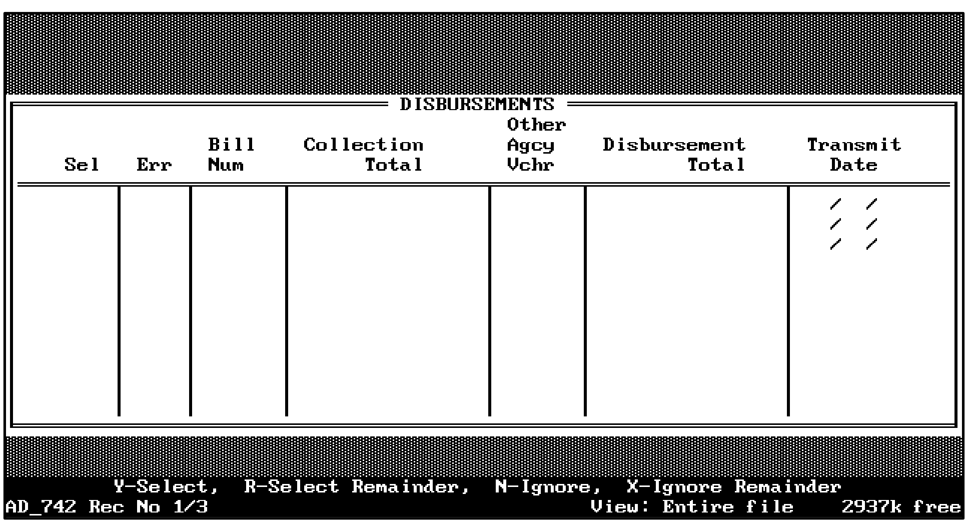


Figure 63. Disbursements Screen

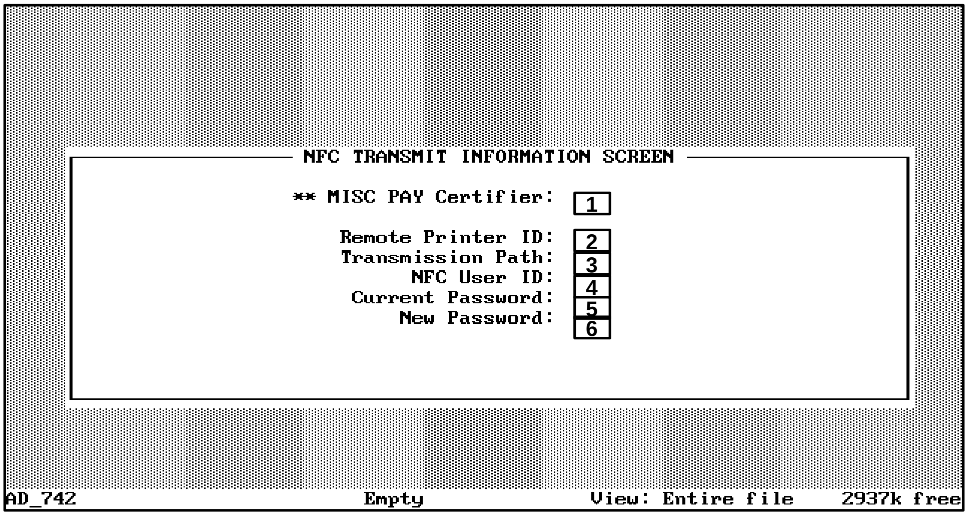


Figure 64. NFC Transmit Information Screen

- To create a transmit file for production, press [Enter]. The message *Insert floppy in drive, then hit any key. Press any key* is displayed. Insert a diskette into the drive of your computer and press any key. The production file is created. After this process has been completed, the Xmit pull-down menu is displayed.

Press [Esc] to end the session. Retain this diskette until you receive confirmation. If you experience transmission problems, repeat the transmission process. Next, comply with **Payment Records Transmitted To NFC** described below. **Note:** The transmission date is recorded in the Transmit Date column on each screen list until the Delete Transmitted Records function is executed. Press [→] or [←] to view the entire screen list.

Creating A Test File. At Create Test File, Press [Enter] to display the NFC Transmit Information screen (**Figure 64**). Instructions for using this function are the same as those found under **Creating A Production File**.

Creating A File Without A JCL. At Create File Without JCL, press [Enter]. Instructions for using this function are the same as those found under **Creating A Production File.**

Deleting An Xmit File. At Delete Xmit File, press [Enter] to display the Erase Transmit File Screen. The message *Enter drive and file name:* is displayed.

Key in the drive and file name you want to delete and press [Enter]. The file is deleted.

Deleting Transmitted Records. At the Xmit pull-down menu, move to Delete Transmitted Records. Press [Enter] to display the message *Permanently remove all records marked for deletion? Ok Cancel* is displayed with *Ok* highlighted.

- To delete all records that have been transmitted to NFC, press [Enter].

- The process is complete when the message *All records marked for deletion have been removed Okay* is displayed. Press [Enter] to return to the Xmit pull-down menu.

- To cancel, move to Cancel and press [Enter].

Payment Records Transmitted To NFC. After transmission has been confirmed, print the agency certification statement (**Appendix B**). This statement can be printed using the print function described under PC–MISC Main Menu (**Access Level 1**), **Forms**. This signed statement ensures that agency unit certifying officers and officials submit only legitimate and correct payment data to the NFC.

Support the transmission by telefaxing the signed agency certification statement to the NFC Certification and Disbursement Section. The telefax number is **504–255–5224**. If the telefax facilities are not available, the agency unit certifying officer should telephone the NFC Certification and Disbursement Section at **504–255–5464** and provide the job number, **Z** count, and dollar amount of the transmission. After the telefax or telephone verification has been completed, the original certification statement must be sent to:

Certification and Disbursement Section
National Finance Center, USDA
P.O. Box 61700
New Orleans, LA 70161

More information about electronic transmission procedures can be found in the Miscellaneous Payments procedure (Title II, Chapter 6, Section 5).

Access Level 3

Access Level 3 allows the user to establish system set up in the System option on the main menu, perform general system maintenance, select and maintain tables, and create transmit file(s) of AD–757 and AD–742 records.

***Note**: AD–757 and AD–742 data entry is not allowed in Access Level 3.*

PC–MISC Main Menu *(Access Level 3)*

After you access PC–MISC, the PC–MISC option menu bar **(Figure 65** *for the Agricultural Research Service (ARS), or* **Figure 66** *for agencies other than ARS*) is displayed listing the following options:

1 **Review.** (*applicable to the Agricultural Research Service (ARS) only.*) Used by ARS personnel with Access Level 2 and Access Level 3 authority to review AD–757 and AD–742 documents entered by ARS Access Level 1 users. **Note:** The Review option is displayed on the PC–MISC option menu bar for ARS Access Level 2 and Access Level 3 users only.

2 **Utilities.** Used to reindex files, pack all files, backup files, restore files, view text files, and utilize file services (Add Reference 24E's).

3 **Tables.** Used to maintain validation and address tables.

4 **Xmit.** Used to create transmit files(s) of AD–757 and AD–742 records.

5 **System.** Used to establish system defaults and Access Level 1, 2, and 3 users.

6 **Quit.** Used to exit the system and return to the C:>.

- To display a help screen for an option, press [F1]. The Help screen is displayed.

Note: Instructions for using Review, Utilities, Tables, and Xmit are discussed in Access Level 1 or Access Level 2. To establish Level 1, 2, and 3 users, follow the instructions below.

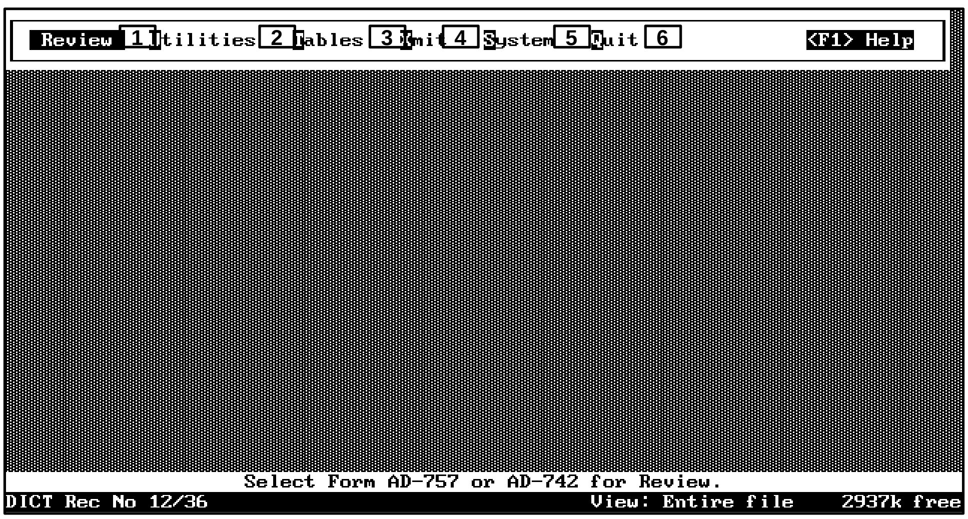


Figure 65. PC–MISC Main Menu for ARS

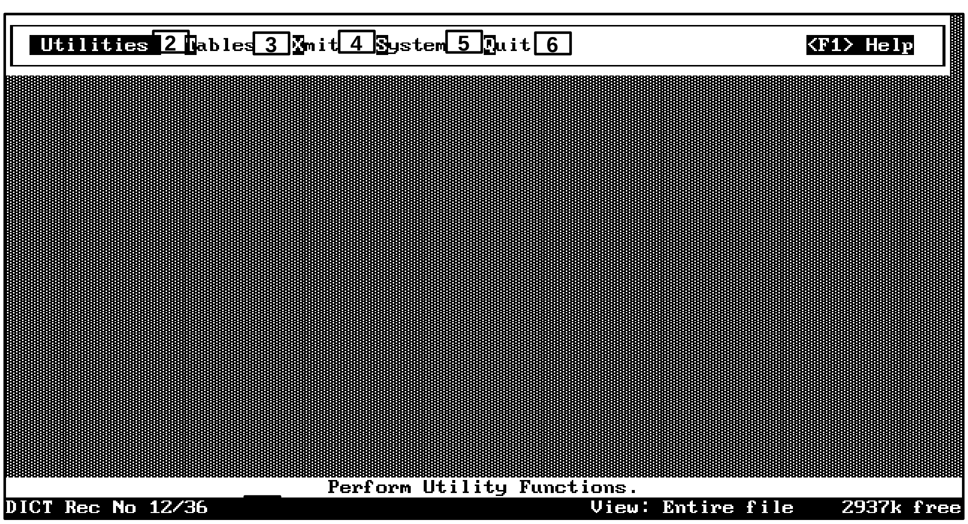


Figure 66. PC-MISC Main Menu for non-ARS agencies

System

At the option menu bar, move to System and press [Enter], or key in ***S***. A pull-down menu with the following options is displayed:

Setup. Used to setup and make changes to the PC-MISC system data.

Users. Used to establish and maintain PC–MISC Access Level 1, 2, and 3 users.

Setup

At the Systems pull-down menu, move to Setup. Press [Enter] to display the PC–MISC System Setup screen (**Figure 67**).

At the PC–MISC System Setup screen, press [Enter] to move to the Agency field. Complete the fields as follows:

1 **Agency** *(required, alphanumeric; max. of 6 positions)*. Key in the agency code or abbreviation and press [Enter].

2 **Originating Office Number** (*required, alphanumeric; max. of 10 positions*). Key in the originating office number (OON). Format the OON as follows:

Position	Description
1–2	Department Code
3–4	Agency Code
5–10	Unique agency-assigned number

Warning: At the initial setup of PC–MISC, agencies must establish and maintain their OON in the Table Management System on Table 089. Instructions for establishing and maintaining OON data are contained in the NFC procedure, Title I, Chapter 2, Payroll Personnel Manual, Table Management System.

If **PC–MISC security officers** do not have access to the Table Management System, they should contact their **agency security officer**.

If the OON is not currently maintained in PC–MISC, the user will not be able to transmit data to NFC.

3 **Fund Code** *(required, alphanumeric; 2 positions).* Key in the NFC-assigned fund code.

If you do not know the fund code, press [Enter] to display the FUND CODE pop-up screen. This screen is also displayed when an invalid fund code is entered. Press [↓] or [↑] to locate the applicable fund code. Point and shoot the selected code to the field.

4 **Unit Code** *(required for the Forest Service and Rural Development only, alphanumeric, 2 positions).* If the agency is the Forest Service, key in the applicable unit code. If the agency is the Rural Development, key in the applicable state code.

5 **Remote ID Number** *(required, alphanumeric; max. of 15 positions).* Key in the remote ID number.

6 **Default Transmit Drive And Path** *(optional, alphanumeric; max. of 20 positions).* Key in the drive and path of your PC.

7 **Change Voucher Info** *(optional, checkbox).* To change voucher starting and ending numbers, press the [Space Bar] to mark the box and then press [Enter], or press [Enter] to skip to the next field.

Caution: The next voucher number series must begin with a number that is one greater than the previous ending voucher number series**.**

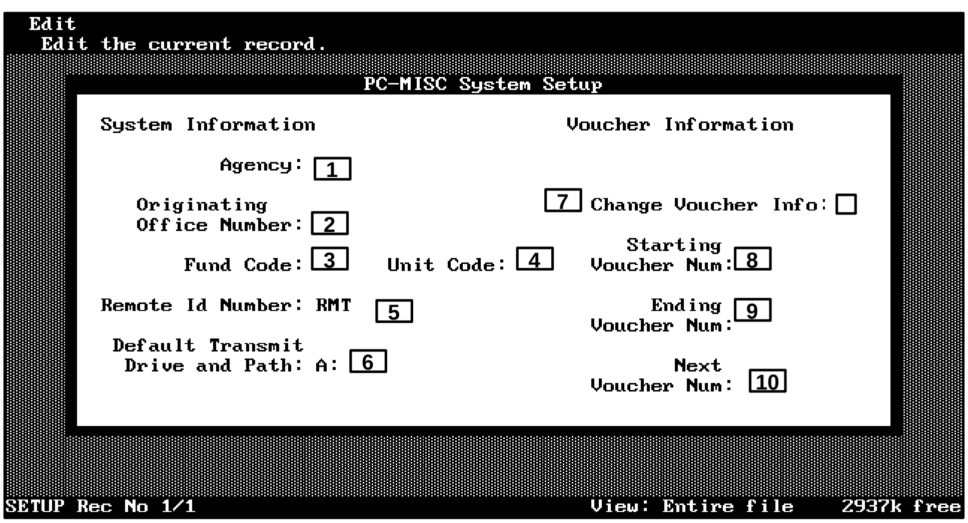


Figure 67. PC-MISC System Setup Screen

8 **Starting Voucher Num** *(conditional, numeric; 5 positions).* If Change Voucher Info was checked, key in the starting voucher number.

9 **Ending Voucher Num** *(conditional, numeric; 5 positions).* If Change Voucher Info was checked, key in the ending voucher number.

10 **Next Voucher Num** *(no-entry).* The next voucher number is system generated and agrees with the data keyed in the Starting Voucher Number field.

The message *Write the changes to disk? Ok Cancel* is displayed with *Ok* highlighted.

- To change the record, press [Enter].
- To cancel, move to Cancel and press [Enter].
- To return to the System pull-down menu, press [Esc].

Users

At the System pull-down menu, move to Users. Press [Enter] to display the PC–MISC User Access Table screen (**Figure 68**) with a function menu bar at the top of the screen.

To select a function, move to the function and press [Enter], or key in the first letter ; e.g., ***B*** (Browse).

Below is a brief description of each function:

Add. Used to add a record to the file.

Edit. Used to edit the currently displayed record.

Browse. Used to view or delete files.

Print. Used to print records in the current file.

Pack. Used to physically delete records marked for deletion.

The following are instructions for using these functions:

Adding A User Record. At the PC–MISC User Access Table screen (**Figure 68**), with the cursor at Add, press [Enter]. The cursor moves to the User Id field.

$\boxed{1}$ **User ID** *(required, alphanumeric; max. of 7 positions).* Key in the user ID number.

$\boxed{2}$ **Last Name** *(required, alphanumeric; max. of 15 positions).* Key in the user's last name.

$\boxed{3}$ **First Name** *(required, alphanumeric; max. of 15 positions).* Key in the user's first name.

$\boxed{4}$ **Password** *(required, alphanumeric; max. of 7 positions).* Key in the user's password.

$\boxed{5}$ **Access Level** *(required, numeric; 1 position).* Key in the user's access level and press [Enter]. **Note:** Valid access levels are 1, 2, or 3.

$\boxed{6}$ **Certifier Number** *(required for Access Level 3 users only, alphanumeric; max. of 5 positions).* If Access Level 3 is authorized, key in the user's certifier number.

The message *Add this record to the file? Ok Cancel* is displayed with *Ok* highlighted.

- To add the record, press [Enter]. If the record is a duplicate, the message *This value must be unique. The value you entered exists. Please enter another value* is displayed with *Okay* highlighted. Press [Enter] to start over.

Editing User Records. At the PC-MISC User Access Table screen, press [→] to move to the Edit function. To change data on the displayed record, press [Enter]. To locate a different record, move to the Browse function (discussed below). Press [←] to return to the Edit function. At the PC-MISC User Access Table screen, with the selected PC-MISC User Access record displayed, press [Enter]. Key in correct data and press [Ctrl + W]. The message *Write the changes to disk?....Ok Cancel* is displayed with *Ok* highlighted.

- To complete the edit, press [Enter].
- To cancel, move to Cancel and press [Enter].

Browsing Or Deleting User Records. At the PC-MISC User Access Table screen, move to Browse and press [Enter]. The Users table screen is displayed. Press [↑] and [↓] to view the entire table screen.

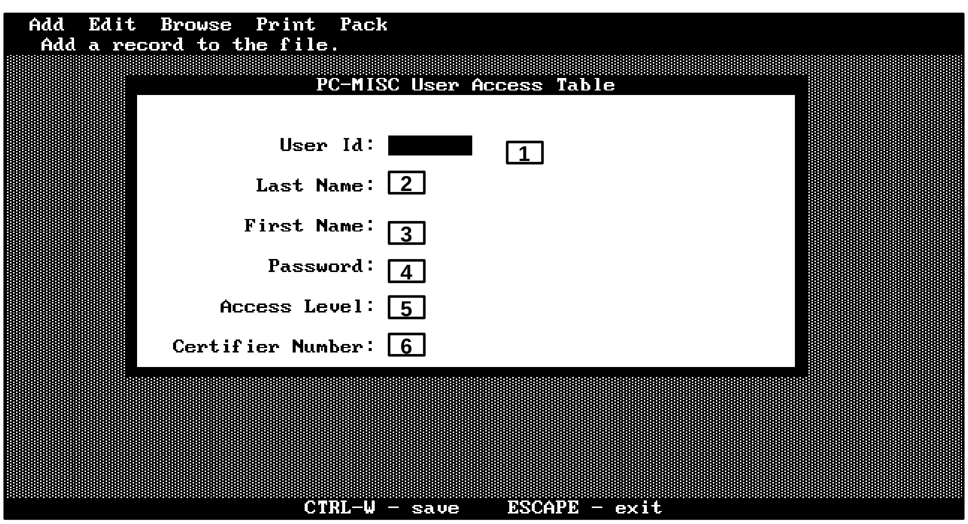


Figure 68. PC-MISC User Access Table Screen

- To view a record, move to the selected record and press [Enter]. The user record is displayed.

- To delete a record, press [Delete]. The message *Delete this record?...Ok Cancel* is displayed with *Ok* highlighted. To mark the selected record for deletion, press [Enter]. *Deleted* is displayed at the bottom of the screen. To physically remove records marked for deletion, see **Packing User Records**.

- To reactivate a deleted record, press [Delete] a second time to remove *Deleted* from the screen. **Note:** A deleted record can be reactivated only before the Pack function is utilized.

- To cancel the delete function, move to Cancel and press [Enter].

Printing User Records. At the PC-MISC User Access Table screen, move to Print. Press [Enter] to display the Reports on File screen (**Figure 10**). Press [↓] or [↑] to locate the report you want to print. Press [Enter] to move the cursor to the Go!, Cancel, Settings, and Query submenu. Move to Settings and press [Enter] to display the Report Manager screen (**Figure 11**).

- To set up the destination of the output, at the Report Manager screen, move to Screen, File, or Printer. Press the [Space Bar] to highlight the Screen, File, or Printer button. **Note:** Send Output To will default to Printer if no selection is made. Press [Enter] to move to the No. of Copies field. Key in the number of copies to print. Press [Enter] to move to Start On Page. Key in the print start page. Press [Enter] to move to Print To Page. Key in the end print page. Press [Enter] to move to the Report Range Status field with Entire File highlighted.

- To print the entire file, press [Enter]. To move to Override or As Saved, press [→], then press the [Space Bar] to highlight the selected button. Press [Enter] to move to the Start At field. Key in the Start At data. Press [Enter] to move to Stop At. Key in the Stop At data. Press [Enter] to move to the Query Spec Status field. Select Entire File, Override, or As Saved. Press [→] to move to your selection, then press the [Space Bar]. Press [Enter] to key in data in the Select field when Override is selected. Press [Enter] to display the Report Name screen.

At Report Name, move the cursor to Go! and press [Enter]. The data is sent to the selected destination as recorded on the Report Manager screen previously discussed.

- To cancel the print process, move to Cancel. Press [Enter] to return to the Report Name screen.

Note: The Query option is not available at this time**.**

- Press [Esc] to return to the PC-MISC User Access Table screen.

Packing User Records. At the PC–MISC User Access Table screen, move to Pack. Press [Enter] to display the message *Permanently remove all records marked for deletion?... Ok Cancel* with *Ok* highlighted.

- To delete all records marked for deletion, press [Enter].

- To cancel, move to Cancel and press [Enter].

(reserved)

Appendixes

Appendix A

List Of DOS Error Numbers

Error Number	Description
1	Invalid function number
2	File not found
3	Path not found
4	Too many open files (no handles left)
5	Access denied
6	Invalid handle
7	Memory control blocks destroyed
8	Insufficient memory
9	Invalid memory block address
10	Invalid environment
11	Invalid format
12	Invalid access code
13	Invalid data
14	Reserved
15	Invalid drive was specified
16	Attempt to remove the current directory
17	Not same device
18	No more files
19	Attempt to write on write-protected
20	Unknown unit
21	Drive not ready
22	Unknown command
23	Data error (CRC)
24	Bad request structure length
25	Seek error
26	Unknown media type
27	Sector not found
28	Printer out of paper
29	Write fault
30	Read fault

Error Number	Description
31	General failure
32	Sharing violation
33	Lock violation
34	Invalid disk change
35	FCB available
36	Sharing buffer overflow
37-49	Reserved
50	Network request not supported
51	Remote computer not listening
52	Duplicate name on network
53	Network name not found
54	Network busy
55	Network device no longer exists
66	Network device type incorrect
67	Network name not found
68	Network name limit exceeded
69	Network BIOS session limit exceeded
70	Temporarily paused
71	Network request not accepted
72	Print or disk redirection paused
73–79	Reserved
80	File already exists
81	Reserved
82	Cannot make directory entry
83	Fail on INT 24H
84	Too many redirections
85	Duplicate redirection
86	Invalid password
87	Invalid parameter
88	Network device fault

Appendix B

Agency Certification Statement

OTHER (MISCELLANEOUS) PAYMENTS TRANSMITTED TO NFC

Transmission Date: Time:

****

Voucher Numbers:

Totals for PAY

Record Count:

Voucher Total:

Overall Totals

Total Record Count:

Dollar Amt:

Pursuant to authority vested in me, I certify that the items listed herein are correct and proper for payment from the appropriation(s) designated on supporting data records.

______________________________ To:__________________________
Unit Certifying Officer (Certification Unit)

NFC Job Number = __________

Agency: ____________________

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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